

2022-2023 Annual Action Plan Draft

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The 2022 - 2023 Annual Action Plan is year five of the five year Consolidated Plan (July 1, 2018 – June 30, 2023.) The Virginia Department of Housing and Community Development (DHCD) developed this plan through a comprehensive statewide effort that included a needs assessment leveraging existing data, input sessions and surveys, and consultations with housing and social service agencies and other entities. DHCD will use the resulting plan and document to allocate Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), HOME Investment Partnership (HOME), Housing Opportunities for People with AIDS (HOPWA) program funds, and the National Housing Trust Fund (NHTF) within the Commonwealth of Virginia.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The needs assessment and market analysis conducted as part of developing the current Consolidated Plan identified the most pressing housing and community development needs that the Commonwealth must address to increase housing security and strengthen communities. The four priority needs identified were the following:

- Lack of affordable housing
- Lack of housing for special needs populations
- Individuals and families experiencing homelessness
- Barriers to competitive and sustainable communities

To address these needs, DHCD utilizes federal resources (CDBG, ESG, HOME, HOPWA and NHTF) and leverages available state resources to advance the following goals:

- Increase access to affordable housing
- Increase housing options for special needs populations including increasing permanent supportive housing
- Reduce homelessness
- Create competitive and sustainable communities

DHCD works with many partners to accomplish these goals. These partners include units of local government, other state agencies, housing developers, Community Housing Development Organizations (CHDO), nonprofits, and regional planning groups. DHCD seeks the input of stakeholders to better understand how challenges have evolved and the ways in which our funding can be used to be most effective in addressing such challenges.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Over the past year, DHCD has strived to make progress towards its goals while continuing to address housing challenges brought forth by the COVID-19 pandemic. During the 2021-22 program year, DHCD continued to administer programs and resources that became available in response to the COVID-19 pandemic.

Specifically, in response to COVID-19, DHCD has utilized both CDBG-CV and ESG-CV funds as well as Emergency Rental Assistance to address the immediate housing needs of individuals and families experiencing or at risk of experiencing housing instability. DHCD's response has included rolling out a statewide rental assistance program, funding motel/hotel vouchers to support social distancing within shelter settings, increasing rapid rehousing, and more.

Despite DHCD needing to take an active role in the emergency response, DHCD has maintained committed to making progress on the goals outlined in the plan. Over this year, DHCD has made significant progress toward increasing the number of affordable housing units and working with localities to create competitive and sustainable communities. DHCD has also been able to successfully incentivize the development of more permanent supportive housing units that offer housing options to our most vulnerable neighbors.

In addition, DHCD will continue to endeavor to reduce the number of people who are homeless in Virginia. DHCD has leveraged both state and federal (ESG) resources to reduce the length of time individuals are homeless and the number of people who return to homelessness, despite the fact that affordable housing supply constraints remain a key obstacle to lowering the amount of time people are homeless.

DHCD will continue to pursue programs and projects that have shown to be successful, as well as seek ways to improve on previous efforts.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

DHCD public comment period opened in October of 2021 followed by a series of virtual input sessions held in March of 2022. After seeing increased participation in virtual input sessions that took place in 2021 and with continued public health concerns surrounding COVID-19, DHCD made the decision to offer virtual input sessions again for this year's Annual Action Plan. DHCD hosted two virtual input sessions and advertised extensively to our grantees, partners, and members of the public. We had over 140 individuals register to participate in one of the two sessions.

The Annual Action Plan input session covered all programs (CDBG, HOME, ESG, NHTF, and HOPWA) and utilized the technology platform to solicit feedback from participants using polling questions and the chat function.

Participants in the input sessions included:

- Private and public housing providers
- Homeless service and prevention providers
- Regional planning organizations
- Local government and housing authorities
- Other state agencies
- Nonprofit and government service providers
- Advocates

The input sessions focused on gathering feedback on priorities and strategies to address the homelessness, housing, and community development needs in Virginia. In addition to these sessions, DHCD held a public hearing on April 28, 2022, and accepted public written comments through April 29, 2022.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Please note, the Summary of Public Comments is not yet available. The Summary of Public Comments is completed following the public hearing and when the public comment period closes on April 29, 2022.

6. Summary of comments or views not accepted and the reasons for not accepting them

7. Summary

PR-05 Lead & Responsible Agencies - 91.300(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role		Name	Department/Agency
CDBG Administrator		VIRGINIA	Department of Housing and Community Development
HOPWA Administrator		VIRGINIA	Department of Housing and Community Development
HOME Administrator		VIRGINIA	Department of Housing and Community Development
ESG Administrator		VIRGINIA	Department of Housing and Community Development
		VIRGINIA	Department of Housing and Community Development

Table 1 – Responsible Agencies

Narrative

The Department of Housing and Community Development (DHCD) is responsible for administering CDBG, HOME, HOPWA, ESG, and the NHTF for the Commonwealth of Virginia.

Consolidated Plan Public Contact Information

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AP-10 Consultation - 91.110, 91.300(b); 91.315(l)

1. Introduction

The Virginia Department of Housing and Community Development (DHCD) is in the fifth and final year of its five year Consolidated Plan (July 1, 2018-June 30, 2023). The 2022-2023 Annual Action plan was developed through a comprehensive statewide effort that leveraged existing data, input sessions, surveys, and consultations. DHCD will use the plan to efficiently direct resources to projects that will create the highest value for communities. The resulting plan and document will be used by the DHCD to allocate Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), HOME Investment Partnership (HOME), National– Housing Trust Funds (NHTF), and Housing Opportunities for Persons with AIDS (HOPWA) program funds within the Commonwealth of Virginia.

Provide a concise summary of the state's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies

The Department of Housing and Community Development engages with partners, including both private and public, to address challenges facing our communities. As directed by the Virginia General Assembly, DHCD recently published a report on the state of housing in the Commonwealth in partnership with Virginia Housing, the state's leading housing finance agency. The development of the report entailed convening a diverse group of stakeholders from across the state to determine the state's housing needs, evaluate the impact of current initiatives and propose new recommendations for increasing housing options. The final report, *HB854 Statewide Housing study: Current Efforts, Future Needs, New Strategies*, reemphasized many of the priority areas previously identified by DHCD's needs assessment and market analysis, particularly the need around lack of affordable housing and lack of housing for special needs populations. These areas of need have generally become more pronounced during the ongoing COVID-19 pandemic. In fact, data collected in 2021 from DHCD's Homelessness and Special Needs Housing team revealed that the length of time to locate housing for individuals experiencing homelessness has lengthened largely as a result of limited affordable housing supply.

Critically, the supply constraints dictate the need to leverage existing and available affordable housing. DHCD has been actively involved in collaborative teams that have been created to aid in the formulation and implementation to increase housing options for individuals with special needs who may face additional barriers to accessing housing. These teams include the Housing and Supportive Services Interagency Leadership Team (ILT) and the Permanent Supportive Housing Steering Committee. These groups are designed to coordinate multiple government, non-profit, public agencies, and individual stakeholders so that they can share knowledge and resources for the purpose of addressing needs such as housing for individuals with serious mental illness, chronic homelessness, rent-burdened communities, and others.

In addition to the collaborative teams mentioned, DHCD continues to engage in both existing and new partnerships with public and private entities to advance the goals outlined in the consolidated plan. The goals include increasing access to affordable housing, increasing housing options for special needs populations, reducing homelessness, and creating competitive and sustainable communities. While the work of building vibrant and sustainable communities is ever evolving and ongoing, DHCD, in partnership with stakeholders, strives to make progress on these goals and adequately respond to the needs of our communities.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

The Commonwealth of Virginia Continuum of Care is challenged with coordinating the efforts needed to achieve state and federal goals to address the needs of individuals experiencing homelessness. This is accomplished mainly through local planning groups: a collaborative effort from individuals with a diverse background and strong situational knowledge. Membership in local planning groups is required to include representation from homeless assistance providers, victim services providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers mental health agencies, hospitals, universities, affordable housing developers, law enforcement and organizations that serve veterans, homeless, and formerly homeless individuals.

Describe consultation with the Continuum(s) of Care that serves the State in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

CoCs provide input into how Virginians allocate ESG funds, the development of measurable outcomes, funding policies, procedures, and determining the impact of DHCD efforts. DHCD oversees the CoC for the Balance of State. Notably, in addition to the virtual input sessions held in March 2022, DHCD also hosted two input sessions specifically for the CoCs and Homelessness Providers in the fall of 2021. During the homelessness input sessions, the Homelessness and Special Needs Housing team received input on ways to improve their programs, including the Virginia Homeless Solutions Program which includes ESG funding.

2. Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	LENOWISCO
	Agency/Group/Organization Type	Planning organization
	What section of the Plan was addressed by Consultation?	Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
2	Agency/Group/Organization	FAMILY CRISIS SUPPORT SERVICES
	Agency/Group/Organization Type	Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
3	Agency/Group/Organization	Virginia LISC
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.

4	Agency/Group/Organization	URBAN LEAGUE OF HAMPTON ROADS
	Agency/Group/Organization Type	Regional organization Civic Leaders
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
5	Agency/Group/Organization	Appalachian Community Action
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
6	Agency/Group/Organization	THOMAS JEFFERSON PLANNING DISTRICT COMMISSION
	Agency/Group/Organization Type	Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
7	Agency/Group/Organization	The Daily Planet
	Agency/Group/Organization Type	Health Agency

	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
8	Agency/Group/Organization	Bonaventure Realty Group
	Agency/Group/Organization Type	Housing Realtor
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
9	Agency/Group/Organization	BLACKSTONE
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
10	Agency/Group/Organization	Endeppence Center, Inc.
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
11	Agency/Group/Organization	Virginia Supportive Housing
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
12	Agency/Group/Organization	Uptown Partnership
	Agency/Group/Organization Type	Services-Employment Business Leaders
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
13	Agency/Group/Organization	Fredericksburg Area Health and Support Services
	Agency/Group/Organization Type	Services - Housing Services-Health
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.

14	Agency/Group/Organization	Bay Aging
	Agency/Group/Organization Type	Services - Housing Services-Health Health Agency
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
15	Agency/Group/Organization	CHARLOTTESVILLE REDEVELOPMENT AND HOUSING AUTHORITY
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
16	Agency/Group/Organization	Hill Studio
	Agency/Group/Organization Type	Housing Architecture
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
17	Agency/Group/Organization	CHARLES CITY COUNTY
	Agency/Group/Organization Type	Other government - Local

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
18	Agency/Group/Organization	Catholic Charities Diocese of Arlington
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
19	Agency/Group/Organization	Housing Opportunities Made Equal of Virginia, Inc. (HOME)
	Agency/Group/Organization Type	Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
20	Agency/Group/Organization	Central Virginia Planning District Commission
	Agency/Group/Organization Type	Planning organization

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
21	Agency/Group/Organization	St. Joseph's Villa/Flagler Housing Resource Center
	Agency/Group/Organization Type	Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
22	Agency/Group/Organization	Catholic Charities of Eastern Virginia
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
23	Agency/Group/Organization	City of Richmond Housing and Community Development
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
24	Agency/Group/Organization	Greater Fredericksburg Habitat For Humanity
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
25	Agency/Group/Organization	County of Loudoun
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.

26	Agency/Group/Organization	George Washington Regional Commission
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
27	Agency/Group/Organization	Mark-Dana Corporation
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
28	Agency/Group/Organization	Monacan Indian Nation
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
29	Agency/Group/Organization	RUSH HOMES
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
30	Agency/Group/Organization	NORTHERN VIRGINIA FAMILY SERVICE
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
31	Agency/Group/Organization	PIEDMONT HOUSING ALLIANCE
	Agency/Group/Organization Type	Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
32	Agency/Group/Organization	Virginia Housing Development Authority
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.

33	Agency/Group/Organization	Hampton Roads Community Action Program, Inc
	Agency/Group/Organization Type	Services - Housing Services-homeless Services-Education Services-Employment
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
34	Agency/Group/Organization	Thomas Jefferson Area Coalition for the Homeless
	Agency/Group/Organization Type	Services-homeless Regional organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
35	Agency/Group/Organization	CHATHAM
	Agency/Group/Organization Type	Other government - Local

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
36	Agency/Group/Organization	THE PLANNING COUNCIL
	Agency/Group/Organization Type	Services-homeless Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
37	Agency/Group/Organization	LUNENBURG COUNTY
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Economic Development Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
38	Agency/Group/Organization	Operation Renewed Hope Foundation
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Needs - Veterans
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
39	Agency/Group/Organization	New River Valley Disability Resource Center
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
40	Agency/Group/Organization	YWCA of Richmond
	Agency/Group/Organization Type	Services-Victims of Domestic Violence Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.

41	Agency/Group/Organization	Better Housing Coalition
	Agency/Group/Organization Type	Housing Services - Housing Services-Employment
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
42	Agency/Group/Organization	Vibrant Communities Drive Change
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
43	Agency/Group/Organization	Black Onyx Guide
	Agency/Group/Organization Type	Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
44	Agency/Group/Organization	DICKENSON COUNTY
	Agency/Group/Organization Type	Other government - Local

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
45	Agency/Group/Organization	HENRICO COUNTY
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
46	Agency/Group/Organization	Beulah Baptist Church
	Agency/Group/Organization Type	Religious Organization
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
47	Agency/Group/Organization	FRANKLIN CITY
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Economic Development Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
48	Agency/Group/Organization	SUSSEX COUNTY
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
49	Agency/Group/Organization	Foothills Housing Network
	Agency/Group/Organization Type	Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
50	Agency/Group/Organization	AHC Inc.
	Agency/Group/Organization Type	Services-homeless

	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
51	Agency/Group/Organization	City of Newport News Development Department
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
52	Agency/Group/Organization	JARRATT
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.

53	Agency/Group/Organization	YORK COUNTY
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
54	Agency/Group/Organization	Freedom First Federal Credit Union
	Agency/Group/Organization Type	Business Leaders Private Sector Banking / Financing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
55	Agency/Group/Organization	COEBURN
	Agency/Group/Organization Type	Services-Elderly Persons Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.

56	Agency/Group/Organization	Seniors Unlimited Lifestyles
	Agency/Group/Organization Type	Housing Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
57	Agency/Group/Organization	Healthy Community Health Centers
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
58	Agency/Group/Organization	LGBT Life Center
	Agency/Group/Organization Type	Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
59	Agency/Group/Organization	HAMPTON REDEVELOPMENT AND HOUSING AUTHORITY
	Agency/Group/Organization Type	Housing PHA

	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
60	Agency/Group/Organization	Prince William County DSS Homeless Services
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
61	Agency/Group/Organization	Caroline County Habitat for Humanity
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
62	Agency/Group/Organization	Rappahannock United Way
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Education Services-Employment

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
63	Agency/Group/Organization	HOPE COMMUNITY BUILDERS
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
64	Agency/Group/Organization	STOP INC.
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
65	Agency/Group/Organization	PEOPLE INCORPORATED OF VIRGINIA
	Agency/Group/Organization Type	Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
66	Agency/Group/Organization	City of Winchester
	Agency/Group/Organization Type	Other government - Local

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
67	Agency/Group/Organization	Pittsylvania County Community Action, Inc.
	Agency/Group/Organization Type	Services - Housing Services-Employment
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
68	Agency/Group/Organization	URBAN LEAGUE OF HAMPTON ROADS INC
	Agency/Group/Organization Type	Civic Leaders
	What section of the Plan was addressed by Consultation?	Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.

69	Agency/Group/Organization	HOMEWARD
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
70	Agency/Group/Organization	Virginia Rural Center
	Agency/Group/Organization Type	Planning organization
	What section of the Plan was addressed by Consultation?	Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
71	Agency/Group/Organization	GREENSVILLE COUNTY
	Agency/Group/Organization Type	Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.

72	Agency/Group/Organization	NM Real Estate Enterprise
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
73	Agency/Group/Organization	SALVATION ARMY
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
74	Agency/Group/Organization	HAMPTON
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.

75	Agency/Group/Organization	DISABILITY RESOURCE CENTER
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
76	Agency/Group/Organization	Northern Virginia Affordable Housing Alliance
	Agency/Group/Organization Type	Housing advocacy
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
77	Agency/Group/Organization	Blue Ridge Independent Living Center
	Agency/Group/Organization Type	Services - Housing Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.

78	Agency/Group/Organization	CLARKE COUNTY
	Agency/Group/Organization Type	Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
79	Agency/Group/Organization	Appalachian Independence Center
	Agency/Group/Organization Type	Services - Housing Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
80	Agency/Group/Organization	Thrive Virginia
	Agency/Group/Organization Type	Services-homeless Services-Employment Services - Victims

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
81	Agency/Group/Organization	Hampton Newport News Community Services Board
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
82	Agency/Group/Organization	Valley Community Services Board
	Agency/Group/Organization Type	Services-Health

	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.
83	Agency/Group/Organization	Foodbank of Southeastern Virginia
	Agency/Group/Organization Type	Health Agency food services
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in virtual input sessions.

Identify any Agency Types not consulted and provide rationale for not consulting

DHCD sought to receive input from as broad of an audience as possible. Agencies of all different types, including healthcare, housing, and social services, were included in the input sessions.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Multiple	There are 16 separate CoCs in Virginia. Each CoC plan and the Commonwealth of Virginia's plan seeks to reduce the number of individuals experiencing homelessness; to shorten the length of time individuals experience homelessness; and to reduce the number of individuals returning to homelessness.
Virginia's Plan to Increase Independent Living Opt	Department of Behavioral Health and Developmental Services	The state plan developed in 2017 was developed to address the needs of people with disabilities and their families.
Action Plan - Serious Mental Illness	DHCD	In partnership with other state agencies, DHCD created and updates the action plan to increase housing options for individuals with Serious Mental Illness.

Table 3 - Other local / regional / federal planning efforts

Narrative

AP-12 Participation - 91.115, 91.300(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

DHCD held virtual Action Plan input sessions that covered CDBG, HOME, ESG, HOPWA, NHTF, the state Housing Trust Fund, and the state Virginia Eviction Reduction Pilot in March of 2022. More than 120 individuals participated in the sessions. Two separate sessions were held and all registrants were sent the presentation slides and the link to submit written comments.

Input session attendees represented service providers, housing developers, advocacy groups, localities, housing authorities, other state agencies, and private citizens.

A public hearing was also held in April. During the public hearing, the proposed 2022-2023 Annual Action Plan was discussed.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	<p>Minorities</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p>	DHCD held two virtual input sessions open to the public. There were more than 120 attendees across the two input sessions. In addition to allowing opportunity for feedback, participants were asked polling questions throughout the presentation.	Please see attached summary of comments		
2	Public Hearing	<p>Minorities</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p>	The public hearing and the written comment period are announced and published in a public notice in five prominent newspapers across the commonwealth.	Please see attached summary of comments.		

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.320(c)(1,2)

Introduction

HUD has not published 2022-2023 allocation amount. The expected amount included below are estimates based on the 2021-22 allocation amounts. The numbers below will be updated once the allocation amounts are received. Adjustments to allocation amounts by method of distribution are noted in the methods.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	19,371,346	0	0	19,371,346	0	CDBG funding will be allocated to four principal categories of usage: State Administration, State Technical Assistance, Planning Grant, and Community Improvement Grants includes public services as eligible activity.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	10,712,842	1,316,637	0	12,029,479	0	HOME funds are allocated through the Affordable Special Needs Housing(ASNH),Homeowner Rehabilitation, Down Payment Assistance (DPA), and CHDO Operating,

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	1,375,054	0	0	1,375,054	0	HOPWA is administered through seven sub-grantees to provide housing assistance and support services.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	3,007,657	0	0	3,007,657	0	ESG is allocated through a community based process to provide rapid re-housing assistance.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HTF	public - federal	Acquisition Admin and Planning Homebuyer assistance Multifamily rental new construction Multifamily rental rehab New construction for ownership	14,340,031	0	0	14,340,031	0	NHTF is allocate through the ASNH program.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The federal resources will be leveraged along with other state resources to provide affordable housing, community development, and to address issues impacting the causes of homelessness. These resources include state allocations to increase the number of permanent supportive housing and affordable housing units, to provide rapid re-housing and homeless assistance, and to prevent homelessness.

For the HOME program, the state would normally meet the required 25 percent match through:

- The present value of interest reductions of below-market-rate loans, where a project also receives HOME assistance;
- State general revenue funds that are contributed to housing projects assisted with HOME funds and meet the HOME affordability requirements; and/or

- The face value of State mortgage revenue bond loans (multi-family and single family loans).

CDBG projects do not have a specific match requirement, but applicants can enhance their competitiveness by incorporating local resources. ESG requires a dollar for dollar match. DHCD will use state general funds appropriation for homeless prevention and homeless services as the match for the ESG program. The HOPWA program does not have a match requirement.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Not applicable.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives – 91.320(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Create Competitive and Sustainable Communities	2018	2022	Non-Housing Community Development		Barriers to competitive/sustainable communities	CDBG: \$19,371,346	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 35000 Persons Assisted Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 45000 Households Assisted Public service activities other than Low/Moderate Income Housing Benefit: 2000 Persons Assisted Public service activities for Low/Moderate Income Housing Benefit: 60 Households Assisted Facade treatment/business building rehabilitation: 30 Business Jobs created/retained: 150 Jobs Businesses assisted: 40 Businesses Assisted Buildings Demolished: 90 Buildings

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	Increase access to affordable housing	2018	2022	Affordable Housing		Lack of affordable housing units	HOME: \$8,034,631 HTF: \$10,755,023	Rental units constructed: 80 Household Housing Unit Rental units rehabilitated: 80 Household Housing Unit Direct Financial Assistance to Homebuyers: 80 Households Assisted
3	Increase housing options for special needs	2018	2022	Non-Homeless Special Needs		Lack of housing units for special needs population	HOPWA: \$1,375,054 HOME: \$2,678,211 HTF: \$3,585,008	Rental units constructed: 10 Household Housing Unit Rental units rehabilitated: 10 Household Housing Unit Tenant-based rental assistance / Rapid Rehousing: 175 Households Assisted
4	Reduce homelessness	2018	2022	Homeless		Individuals and families experiencing homelessness	ESG: \$3,007,657	Tenant-based rental assistance / Rapid Rehousing: 2500 Households Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Create Competitive and Sustainable Communities
	Goal Description	

2	Goal Name	Increase access to affordable housing
	Goal Description	
3	Goal Name	Increase housing options for special needs
	Goal Description	
4	Goal Name	Reduce homelessness
	Goal Description	

AP-25 Allocation Priorities – 91.320(d)

Introduction:

DHCD seeks to improve the lives of Virginians by:

- Increasing the number of affordable housing units
- Increasing the number of affordable units to meet the needs of special needs populations including increasing permanent supportive housing
- Decreasing the number of individuals and families experiencing homelessness
- Creating competitive and sustainable communities

DHCD works to achieve these goals through:

- Leveraging of resources to support effective community programs working toward these goals
- Developing strategic partnerships to address barriers to achieving these goals
- Providing planning, coordination, and management of strategies to meet these goals

Funding Allocation Priorities

	Create Competitive and Sustainable Communities (%)	Increase access to affordable housing (%)	Increase housing options for special needs (%)	Reduce homelessness (%)	Total (%)
CDBG	100	0	0	0	100
HOME	0	75	25	0	100
HOPWA	0	0	100	0	100
ESG	0	0	0	100	100
HTF	0	75	25	0	100

Table 7 – Funding Allocation Priorities

Reason for Allocation Priorities

Funds are allocated based on the Consolidated Planning process needs assessment.

How will the proposed distribution of funds will address the priority needs and specific objectives described in the Consolidated Plan?

HOME and NHTF resources will be leveraged to address the affordable and special needs housing priority needs. Specifically these funds will be used to fund rental rehabilitation and new construction projects that will add additional affordable housing units and/or preserve existing affordable units based on local needs. These funds will be used in existing homeowner units, rental projects, and homebuyer development projects to increase the availability of permanent supportive housing units. Funds will also be used to develop permanent supportive housing units to help address housing needs of chronically homeless individuals, individuals with serious mental illness, and individuals with intellectual/developmental disabilities.

HOPWA funds are limited to income eligible individuals with HIV/AIDS and their families. These funds will help provide affordable housing units for this population.

ESG will be fully leveraged along with other state resources to reduce the number of individuals and families experiencing homelessness. These funds will also focus on shortening the length of time people experience homelessness and reduce the number of individuals returning to homelessness.

CDBG will be used to address locally identified needs to develop competitive and sustainable communities. These funds will be used in a number of ways including developing public facilities and/ infrastructures, creating/retaining jobs, developing affordable housing opportunities, and providing assistance to local business.

AP-30 Methods of Distribution – 91.320(d)&(k)

Introduction:

This section provides a summary of the methods of distribution for each of program administered by DHCD designed to allocate these federal resources (CDBG, HOME, ESG, NHTF and HOPWA). Please see program guidelines, located online at www.dhcd.virginia.gov for more details. The program guideline details include specifics about eligible applicants, areas of the state covered by the program, eligible activities, the type of assistance available, and how to apply (if applicable) for funding.

HUD has not yet published the 2022-2023 allocation amounts. For the purpose of this draft Annual Action Plan, allocation amounts are estimates based on current year funding levels. The methods of distributions will be adjusted based on actual allocation amounts, once these are available. The Affordable and Special Needs Housing (ASNH) program allocation will be adjusted for the difference between estimated and actual for the HOME program.

Distribution Methods

Table 8 - Distribution Methods by State Program

1	State Program Name:	Affordable and Special Needs Housing
	Funding Sources:	HOME HTF
	Describe the state program addressed by the Method of Distribution.	The Affordable Housing and Special Needs Housing program provides flexible, below-market-rate loans to projects that create or preserve affordable housing for lower-income Virginians. Broadly, eligible activity types include rental and homebuyer rehabilitation and new construction. Please see the Affordable and Special Needs Housing program guidelines for more details. DHCD allocates National Housing Trust Funds through the ASNH program. Please see the NHTF Allocation Plan for more details.

<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>HOME and NHTF allocations assigned to the Affordable and Special Needs Housing program will be distributed through a competitive application process that evaluates applicant projects on:</p> <ul style="list-style-type: none"> • Meeting critical needs (worth 40 points) • Feasibility -likelihood of projects coming to a timely completion (worth 30 points) • Developer capacity -ability to successfully complete projects and deliver affordable housing (worth 30 points) <p>DHCD will give HOME funding preference to projects located in non-HOME entitlement localities, CHDO projects, and special needs projects.</p> <p>DHCD will give preference to projects that include permanent supportive housing units.</p> <p>DHCD staff will review all applications received by the deadline. Applications not meeting established thresholds for funding will not be eligible. Any applicant may request comments and feedback from DHCD staff. All applicants must score at least 60 points on the application in order to be qualified for funding. DHCD will rank all qualified applications based on score and the highest scoring applicants will receive a funding offer from DHCD based on project needs, up to the amount of funds available for the application period. If the full amount of available funding is not committed, it is carried forward into the next application period, as needed, to be made available to proposals meeting threshold requirements and scoring at least 60 points.</p> <p>Applicants that have outstanding audit or monitoring findings, unresolved IRS findings, and/or applicants not in compliance with previous DHCD agreements are ineligible for funding. Eligible applicants must be qualified developers of affordable housing, including certified CHDOs undertaking CHDO-eligible activities throughout the Commonwealth of Virginia. All funds are intended for use with other types of financing including, but not limited to, Low Income Housing Tax Credits, bond financing, and other public and private funds. Please note that HOME and NHTF compliance requirements apply. Other funding source requirements must be compatible with HOME/NHTF program requirements.</p> <p>DHCD allocates NHTF through the ASNH program. Please see the NHTF Allocation Plan for more details.</p>
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<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	
<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	

<p>Describe how resources will be allocated among funding categories.</p>	<p>DHCD will allocate funding by funding category based on submitted proposals, local market and need, and project eligibility. These categories include rental new construction, rental rehabilitation, and homebuyer development. NHTF is limited to rental projects and units targeted at 30 percent and below AMI.</p>
<p>Describe threshold factors and grant size limits.</p>	<p>All proposals must meet threshold requirements for funding. These include:</p> <ul style="list-style-type: none"> • Eligible project type • Eligible activity type • Eligible applicant (no outstanding findings) • Local match (25 percent) provided for projects in HOME entitlement areas • Proposal meets uniform relocation requirements • Proposal meets accessibility requirements • Must score at least 60 points <p>Maximum funding amounts are \$900,000 for projects that include qualified permanent supportive housing units and \$700,000 for all other eligible projects. DHCD also administers state HTF, and this funding source is allocated through the ASNH program. The current maximum funding caps across all funding sources is \$1,400,000 for projects without NHTF, \$2,100,000 for projects with NHTF, and \$2,400,000 for projects with NHTF and PSH units.</p> <p>DHCD allocates NHTF through the ASNH program. Please see the NHTF Allocation Plan for more details.</p> <p>Any remaining balances not allocated through the 2021/2022 application process will be carried over and allocated during the first round of the 2022/2023 round of ASNH applications.</p>

	What are the outcome measures expected as a result of the method of distribution?	DHCD anticipates funding approximately 11 affordable housing projects with federal funding sources through this open application process. The actual types, size, composition of projects will be based on this competitive process and will vary based on the proposal received, the local housing markets, and relative local need. Based on statewide trends and housing markets DHCD expects that most of the funded projects will be rental projects with at least some of these including permanent supportive housing units.
2	State Program Name:	CDBG Competitive Grants
	Funding Sources:	CDBG
	Describe the state program addressed by the Method of Distribution.	Competitive funds can be used to provide infrastructure for new or expanding industries, provide new or improved water and sewer systems in rural areas, rehabilitate housing in declining neighborhoods, revitalize commercial districts, provide support to small businesses, and provide facilities for a variety of needed services, such as health clinics in underserved areas. Applicants are required to prove that their project will meet one of three broad national objectives: principally benefit low- and moderate- income persons; prevent or eliminate slums or blight; or address an urgent community development need (public emergency or health threat).

<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>Most CDBG assistance is distributed in the form of Competitive Grants with proposals due in the spring of 2022. As the name suggests, these grants are awarded following competitive evaluation of project proposals. Approximately \$11 million will be available for Competitive Grants in 2022.</p> <p>There are five primary project types under the Competitive option:</p> <ul style="list-style-type: none"> - Comprehensive Community Development - Building District Revitalization - Housing Rehabilitation - Public Infrastructure - Community Service Facility <p>Competitive grant proposals received by DHCD are evaluated qualitatively and quantitatively, and scored according to a 300 point scale based on the items identified below. The highest ranking proposals are recommended for funding. Proposals are funded, in order of the ranking, to the greatest extent allowed by available funding. Following the closing date of the non-competitive programs, any funds remaining in the non-competitive programs and any program income received during the year are recaptured and made available to fund the next highest ranking competitive proposals through a second round of competitive reviews in the Fall of 2022.</p> <p>All competitive proposals are scored on a scale of 300 points with the following point values:</p> <ul style="list-style-type: none"> Composite Fiscal Stress (Maximum of 30 points) Regional Priorities (Maximum of 15 points) Costs and Commitment (Maximum of 75 points) General Project Evaluation (Maximum of 100 points available) Project Specific Evaluation (Maximum of 80 points available)
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<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>Grant administration manuals and the CDBG Program design are available from the DHCD website or by request.</p>
<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	

<p>Describe how resources will be allocated among funding categories.</p>	<p>Funding which has not been committed as of December 31 may be committed to Open Submission projects, Urgent Need projects, the 2nd round of Competitive Grant projects (to the established cut-off scoring threshold), or Planning Grants.</p>
<p>Describe threshold factors and grant size limits.</p>	<p>Assistance is provided to non-entitlement units of local government. Up to \$1,000,000 is available for building district revitalization, public infrastructure (including housing production), and community service facility projects, \$1.25 million for housing rehabilitation projects, and up to \$1.5 million is available for projects that will comprehensively improve a neighborhood through water, sewer, street, and housing improvements (CCD with 3 or more activities). In cases of two or more localities participating in a project with a regional impact, some grant limits can increase.</p> <p>A unit of local government may not have more than \$2.5 million in open CDBG projects.</p> <p>Any available prior year funds will be allocated through the CDBG Competitive and/or Open Submission application process.</p>
<p>What are the outcome measures expected as a result of the method of distribution?</p>	<p>DHCD anticipates infrastructure for new or expanding industries, new or improved water and sewer systems in rural areas, rehabilitated housing in declining neighborhoods, revitalized commercial districts, support to small businesses, and new facilities for a variety of needed services, such as health clinics in underserved areas.</p>

3	State Program Name:	CDBG Open Submission
	Funding Sources:	CDBG
	Describe the state program addressed by the Method of Distribution.	Approximately \$7,000,000 is available under the Open Submission Programs. Proposals are received on an open basis from April 1 through the end of December, or until all funds are awarded.
	Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	Applications submitted through the Open Submission program are reviewed on a first-come first-served basis.
	If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)	Grant administration manuals and the CDBG Program design are available from the DHCD website or by request.

<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available</p> <p>to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	
<p>Describe how resources will be allocated among funding categories.</p>	<p>Proposals are received on an open basis from April 1 through the end of December, or until all funds awarded. Funding not committed as of December 31, may be committed to a second round of Competitive Grants, Urgent Need Open Submission grants, and/or Planning Grants.</p>

	Describe threshold factors and grant size limits.	<p>The Open Submission grant caps are as follows: \$1,000,000 for Urgent Need, up to \$200,000 for public services (or \$1,000,000 for regional), \$1,250,000 for scattered site housing rehabilitation, \$1,000,000 for local innovation, \$1,000,000 for community economic development (\$1,250,000 for regional economic development projects), \$800,000 for construction-ready water and sewer, and \$2,500,000 for regional water/wastewater projects. Planning Grants are capped at \$700,000 total for varying grant thresholds.</p> <p>Any available prior year funds will be allocated through the CDBG Competitive and/or Open Submission application process.</p>
	What are the outcome measures expected as a result of the method of distribution?	DHCD anticipates infrastructure for new or expanding industries, new or improved water and sewer systems in rural areas, revitalization of housing and infrastructure following natural disasters, support to small businesses and entrepreneurs, workforce development or job training, and projects that meet unique community development needs.
4	State Program Name:	CDBG Planning Grants
	Funding Sources:	CDBG
	Describe the state program addressed by the Method of Distribution.	Virginia's CDBG Planning Grant program is designed to aid in developing clearly articulated strategies for addressing communities' greatest community development needs following meaningful citizen participation.

<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>Planning Grants will receive funding on an open, first-come, first-served basis between April 1, 2022 and December 31, 2022. Projects that meet one or more CDBG national objectives and meet the below stated criteria will be offered an award as long as funds are still available.</p>
<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>Grant administration manuals and the CDBG Program design are available from the DHCD website or by request.</p>
<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	

	Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)	
	Describe how resources will be allocated among funding categories.	Funding which has not been committed as of December 31 may be committed to Open Submission projects, Urgent Need projects, or for a second round of Competitive Grant projects (to the established scoring threshold).

<p>Describe threshold factors and grant size limits.</p>	<p>Non-entitlement local governments are eligible for assistance. There are seven categories of Planning Grants:</p> <ul style="list-style-type: none"> - Comprehensive Community Development - Housing Rehabilitation - Downtown Revitalization -Community Service Facilities -Public Infrastructure -Regional Projects (including Infrastructure) -Public Services <p>CDBG Planning Grants of up to \$60,000 (\$60,000 for Comprehensive Community Development and regional) are available for needs analysis and prioritization, preliminary design, and strategy development activities in preparation for a future Community Improvement Grant application. Up to \$50,000 for downtown revitalization, public infrastructure, public services, community service facilities, and housing rehabilitation.</p> <p>Eligibility under this program is subject to the following minimum criteria:</p> <ul style="list-style-type: none"> • Demonstration of a clear indication of community development needs and/or opportunities. • The needs identified must generally be eligible targets for future CDBG investments. • There must be evidence that local officials and stakeholders alike are committed to fully identifying and addressing local needs. • There must be evidence that the locality and management team have the time, funding, and expertise to follow through with the planning process. • There must be a clear demonstration for the need of planning grant funds.
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	What are the outcome measures expected as a result of the method of distribution?	DHCD anticipates the development of clearly articulated strategies for addressing communities' greatest community development needs.
5	State Program Name:	CDBG Urgent Need
	Funding Sources:	CDBG
	Describe the state program addressed by the Method of Distribution.	Urgent Need Open Submission (UNOS) applications will be accepted between April 1, 2022 and December 31, 2022.

<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>All UNOS applications and activities must meet the following thresholds:</p> <ul style="list-style-type: none"> • The proposed project must alleviate existing conditions which pose a serious and immediate threat to the health and welfare of the community; and, • Applications for Urgent Need projects must be submitted to DHCD within 18 months of the declaration announcement date; and, • The applicant locality is unable to finance the project on its own, no other funding is available to address the problem, and the CDBG funding will be directly targeted towards alleviation of the threatening conditions; and, <p>The threat must be supported by either:</p> <ul style="list-style-type: none"> • A current declaration of an emergency by the Governor of Virginia relative to a flood, a hurricane, a tornado, an earthquake, or other disaster event, not including droughts, snow, or ice conditions, or • A current declaration of an immediate and severe health threat by the State Commissioner of Health relative to the complete failure of a public water or sewer system or incident of similar significance.
<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	<p>Grant administration manuals and the CDBG Program design are available from the DHCD website or by request.</p>

<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available</p> <p>to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	
<p>Describe how resources will be allocated among funding categories.</p>	<p>CDBG Urgent Need Open Submission funding is available to enable prompt response to existing serious and immediate threats to local health and safety. Urgent Need Open Submission Projects will receive funding on an open, first-come, first-served basis between April 1, 2022 and December 31, 2022.</p>

	Describe threshold factors and grant size limits.	A current declaration of an emergency by the Governor of Virginia relative to a flood, a hurricane, a tornado, an earthquake, or other disaster event, not including droughts, snow, or ice conditions, or a current declaration of an immediate and severe health threat by the State Commissioner of Health relative to the complete failure of a public water or sewer system or incident of similar significance. Up to \$1,000,000 is available for Urgent Need projects.
	What are the outcome measures expected as a result of the method of distribution?	DHCD anticipates prompt response to existing serious and immediate threats to local health and safety.
6	State Program Name:	CHDO Operating Support
	Funding Sources:	HOME
	Describe the state program addressed by the Method of Distribution.	The CHDO Operating Support Program will provide operating support to state-certified CHDOs with operating budget needs.

<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>The CHDO must be able to demonstrate a need for operating support, must have an ASNH-HOME project award with a project not yet completed. Applications will be accepted on an open submission basis while funds are available.</p>
<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	
<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	

Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)	
Describe how resources will be allocated among funding categories.	<p>Only CHDO operating expenses are considered eligible expenses. Project costs are not eligible.</p>
Describe threshold factors and grant size limits.	<p>CHDOs with demonstrated needs and ASNH HOME awards are eligible for up to \$30,000. CHDO Operating Support grants will be issued as one-year reimbursement-only contracts. Based on available funds -CHDO in good standing with projects underway may requests a one-year renewal.</p>

	What are the outcome measures expected as a result of the method of distribution?	DHCD anticipates supporting three CHDOs during the program year with the CHDO Operating Support Program.
7	State Program Name:	Down Payment Assistance
	Funding Sources:	HOME
	Describe the state program addressed by the Method of Distribution.	DPA provides down payment and closing costs assistance to income eligible (80 percent or below AMI) first-time homebuyers to obtain homes that are decent, safe and accessible. The program goal is to provide homeownership opportunities to households that otherwise may not have the opportunity to own a home. By providing these opportunities, DHCD helps to sustain affordable housing units and overall growth in personal wealth and equity for low-income Virginians. The DPA program seeks to provide this assistance statewide through local sub-recipients that provide comprehensive homeownership services including for example housing counseling, debt repair services, and foreclosure prevention.

<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>DPA is administered on a calendar year with the next grant year beginning (January 2022). DPA will be administered by regional state sub-recipients selected through a competitive application process prior to the start program year. Sub-recipient selections are made as a result of an open competitive application process whereby proposals meeting threshold requirements are scored and ranked based on the following categories:</p> <ul style="list-style-type: none"> • Need (40 percent) • Organizational capacity (30 percent) • Program approach (30 percent) <p>Applicants must be a non-profit or a unit of government targeting services to individuals living within Virginia. All nonprofit applicants must have and be current on 990 filings (not applicable to units of government). Applicants must demonstrate the ability to manage all applicable state and federal policies and procedures including compliance with federal and state nondiscrimination laws. Applicants must be experienced with providing similar assistance and should provide a comprehensive approach to homeownership. All applicants must demonstrate the ability to coordinate DPA assistance with other HOME funds or other types of assistance. Applicants must have established internal control and fiscal accounting procedures and be able to track agency and program budgets by revenue sources and expenses. Applicants with outstanding audit findings, IRS findings, DHCD monitoring findings or other compliance issues are not eligible applicants and any sub-recipient selected for funding will not be eligible for subsequent allocations if any of these conditions occur.</p> <p>Please note that DHCD will work with all interested parties toward the resolution of unresolved matters, where appropriate. Applicants must demonstrate the ability to meet all reporting and record keeping requirements.</p> <p>Please note, 2022 (January 1 - December 31) is year-one of a two-year funding cycle.</p>
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<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	
<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	

	Describe how resources will be allocated among funding categories.	In the DPA program, HOME funds are limited to needed down payment and closing costs, the costs associated with conducted required inspections, and housing counseling.
	Describe threshold factors and grant size limits.	Applicants for subrecipient contracts must meet threshold requirements (listed above) and score at least 60 points based on a panel review of each proposal. Grant sizes to sub-recipient are awarded based on score, local market, and available funds. Assistance to homebuyers is based on underwriting criteria and based on need. Please note, 2022 (January 1 - December 31) is year-one of a two year funding cycle. Any balance not expended during the 2021/2022 program year will be allocated to a Performance Pool. Please note, the next round of applications for a new two year cycle is Fall 2023.
	What are the outcome measures expected as a result of the method of distribution?	DHCD anticipates assisting approximately 80 low/moderate income first-time homebuyers (households) with the DPA method of distribution.
8	State Program Name:	Homeless and Special Needs Housing Grant Programs
	Funding Sources:	HOPWA ESG

	<p>Describe the state program addressed by the Method of Distribution.</p>	<p>This method of distribution will allocate all the ESG and HOPWA funds. The goals of the Homeless and Special Needs Housing Grant Programs are:</p> <ul style="list-style-type: none"> • To reduce the number of individuals/households who become homeless; • To shorten the length of time an individual or household is homeless; and • To reduce the number of individuals/households that return to homelessness. <p>DHCD will meet these goals through supporting Continuum of Care (CoC) strategies and homeless service and prevention programs that align with these goals.</p>
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<p>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</p>	<p>All funding requests must be justified by the application and meet a 60 point threshold for funding. DHCD reserves the right to make funding commitments below 60 points to assure geographic coverage. Scoring criteria are as follows:</p> <p>Community Need and Performance Outcomes – 25 points</p> <p>Community Response Approach and Local Coordination – 50 points</p> <p>Capacity of Local Service Providers – 25 points</p> <p>Actual funding will be based on the following:</p> <ul style="list-style-type: none"> • Requested amount (total request) • Available funds • Application score • Local need • Alignment with state and federal strategies • Approach (proposed grantees, activities, and organizational capacity) • Negotiations <p>Applications are scored lower where ineligible activities or activities that are not aligned with state and federal goals to prevent and reduce homelessness are proposed. Lower scores impact actual funding level. Spending requests are reduced based on ineligible activities, where activities are not in alignment with state and federal goals, and/or where proposed grantees are either ineligible or lack the capacity to carry out proposed activities. DHCD meets with each CoC to negotiate needed adjustments to proposed activities and spending plans.</p> <p>Please note, the 2022 - 2023 program year is year-one of a two year funding cycle. Year two funding is a renewal based on prior year performance and available funds.</p>
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<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	
<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	<p>Eligible grantees include community and faith-based non-profits and units of local governments. There are 16 CoCs in the state of Virginia including the Balance of State CoC. The balance of State CoC includes 90 localities and is organized into 12 separate planning groups. For the purpose of this application these planning groups are considered CoCs.</p> <p>Written agreements for the upcoming program year will be issued to individual grantees by July 1, 2022. Please note, the 2022– 2023 program year is year-one of a two year funding cycle. Year- two renewals amounts will be based on available funding and year-one performance.</p>
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	<p>This application is a community-based application. Only applications submitted by the lead CoC/LPG organization are considered for funding. The application submitted by the lead CoC/LPG organization has to identify the local process for decision-making and the proposed grantees to be responsible for carrying out the HOPWA eligible activities. Eligible grantees include community and faith-based non-profits and units of local governments. There are 16 CoCs in the Commonwealth of Virginia including the Balance of State CoC. The balance of State CoC includes 90 localities and is organized into 12 separate planning groups. For the purpose of this application these planning groups were considered CoCs.</p> <p>Written agreements for the upcoming program year will be issued to individual grantees by July 1, 2022. Please note, the 2022 – 2023 program year is year-one of a two year funding cycle. Year two renewals amounts will be based on available funding and year-one performance.</p>

	<p>Describe how resources will be allocated among funding categories.</p>	<p>ESG is allocated to rapid re-housing, prevention and as needed to shelter operations (essential services to include hotel/motel vouchers to shelter households experiencing homelessness in non-congregate settings), and HMIS activities. Priority is given to rapid re-housing expenditures with ESG. Please note that ESG is allocated in combination with state-funded homeless resources to fund an emergency crisis response system of services.</p> <p>HOPWA is allocated to tenant-based rental assistance, short-term rent, mortgage, and utility (STRMU) assistance, permanent housing placement, housing information services (limited to HMIS-related expenses) and supportive services based on actual contracted amounts.</p>
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<p>Describe threshold factors and grant size limits.</p>	<p>Grantees are funded as a result of a community-based application process. The community-based application identified specific organizations that will carry out ESG and HOPWA activities. DHCD contracts directly with these individual organizations or grantees. Grantees must be non-profits or units of local government and current on 990 filings (not applicable to units of government). See the Other Requirements section of this document for more details on limits to funding primarily religious organizations.</p> <p>Grantees must be in compliance with program guidelines and applicable state and federal policies and procedures, including compliance with federal and state non-discrimination laws.</p> <p>Grantees must have established standard accounting practices including internal controls, fiscal accounting procedures and cost allocation plans, and be able to track agency and program budgets by revenue sources and expenses.</p> <p>Grantees with outstanding audit findings, IRS findings, DHCD monitoring findings or other compliance issues are not eligible grantees and any grantee will not be eligible to receive allocations if any of these conditions occur within the grant period. Please note that DHCD will work with all interested parties, where appropriate, toward the resolution of unresolved matters. Prior funding agreements must be within the past two years for one or more of DHCD's homeless or special needs services programs (HOPWA or VHSP). An organizational assessment includes a review of organization finances, accounting standards, internal controls, grievance policies, record keeping policies, confidentiality practices, conflict of interest policies, and fair housing practices.</p> <p>DHCD reserves the right to require and conduct organizational assessments of any proposed grantee prior to the execution of any agreement.</p> <p>Please note, the 2022 – 2023 program year is year-one of a two year funding cycle. Year two renewals amounts will be based on available funding and year-one performance.</p>
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	What are the outcome measures expected as a result of the method of distribution?	DHCD anticipates serving 500 households with tenant-based rental assistance and short-term rent, mortgage, and utility assistance through the HOPWA funding stream. An additional 1200 households will be transitioned quickly from homelessness to permanent housing with ESG rapid re-housing assistance.
9	State Program Name:	Indoor Plumbing Rehabilitation Flex
	Funding Sources:	HOME
	Describe the state program addressed by the Method of Distribution.	The Indoor Plumbing Rehabilitation Flex Program (IPR Flex) provides 0% interest forgivable loans in non-entitlement cities and counties of Virginia to low- to moderate-income (LMI) owner-occupants of substandard housing where complete indoor plumbing does not exist or for general rehabilitation where one or more major systems in the home has failed (i.e.: electrical, HVAC, plumbing, foundation, roofing, accessibility).
	Describe all of the criteria that will be used to select applications and the relative importance of these criteria.	The program year begins July 1 through June 30 concurrent with the state fiscal year. The program provides complete indoor plumbing for LMI owner-occupied households and also provides for the general rehabilitation of these units, and for accessibility improvements or relief from overcrowded conditions, as needed, once the primary income, ownership and initial home inspection criteria are met.

<p>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</p>	
<p>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</p>	
<p>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</p>	

Describe how resources will be allocated among funding categories.	The Department of Housing and Community Development will contract with regional sub-recipients (non-profit housing providers and/or planning district commissions) to administer the IPR Flex program. Each sub-recipient will receive a specified initial allocation and the balance will be distributed based on performance. All funds are to be allocated to homeowner rehabilitation activities.
Describe threshold factors and grant size limits.	The sub-recipients are responsible for most program operations including outreach, application intake, beneficiary and property eligibility determination, financial packaging, construction management, and forgivable loan servicing. Each subrecipient has direct ties to the community via its local housing rehabilitation advisory board and local implementation partners. The beneficiary household must be low- to moderate-income, owner occupied and the structure must be determined as substandard based on the DHCD Housing Rehabilitation Standards Inspection Checklist. Generally, the maximum rehabilitation limit is \$150,000 plus soft costs.
What are the outcome measures expected as a result of the method of distribution?	DHCD anticipates completing approximately 40 homeowner rehabilitation activities.

AP-35 Projects – (Optional)

Introduction:

This section is not applicable

#	Project Name

Table 9 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

This section is not applicable.

AP-38 Project Summary

Project Summary Information

This section is not applicable.

AP-40 Section 108 Loan Guarantee – 91.320(k)(1)(ii)

Will the state help non-entitlement units of general local government to apply for Section 108 loan funds?

No

Available Grant Amounts

Not applicable.

Acceptance process of applications

Not applicable.

AP-45 Community Revitalization Strategies – 91.320(k)(1)(ii)

Will the state allow units of general local government to carry out community revitalization strategies?

No

State's Process and Criteria for approving local government revitalization strategies

Not applicable

AP-50 Geographic Distribution – 91.320(f)

Description of the geographic areas of the state (including areas of low-income and minority concentration) where assistance will be directed

This Action Plan is for a State grantee. The commonwealth is extremely diverse in its racial and ethnic composition, and there are numerous areas across the state with concentrated communities of color, including African American, Hispanic, Asian, and others. The commonwealth's methods of distribution selects projects and proposals targeted at meeting priority local needs. During implementation, steps are taken to affirmatively further fair housing.

Geographic Distribution

Target Area	Percentage of Funds

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

There are concentrations of poverty in every region of the state. This concentration varies based on local factors. The commonwealth's methods of distribution will select projects and proposals that address these needs within the context of local and regional needs.

Discussion

Please see individual program guidelines for program details.

Affordable Housing

AP-55 Affordable Housing – 24 CFR 91.320(g)

Introduction:

Action Plan resource will assist more than 3,000 households within the Commonwealth of Virginia.

One Year Goals for the Number of Households to be Supported	
Homeless	2,500
Non-Homeless	375
Special-Needs	195
Total	3,070

Table 11 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	2,675
The Production of New Units	95
Rehab of Existing Units	230
Acquisition of Existing Units	70
Total	3,070

Table 12 - One Year Goals for Affordable Housing by Support Type

Discussion:

Please see program guidelines for more details.

AP-60 Public Housing - 24 CFR 91.320(j)

Introduction:

Please see below for action taken to address the needs of public housing.

Actions planned during the next year to address the needs to public housing

Public housing authorities are eligible applicants for the state's HOME Affordable and Special Needs Housing program. This is an open competitive application process for affordable housing (homebuyer and rental projects). While assistance cannot be provided in public housing units, these funds may be used in projects that transition units and public housing residents from public housing. The ASNH program awarded several Rental Assistance Demonstration (RAD) projects with HOME and NHTF commitments.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

DHCD supports PHAs and projects that encourage residents to become more involved in the management of rental properties. All CHDO projects must include residents in planning and management.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

There are no PHAs in Virginia with a troubled status.

Discussion:

AP-65 Homeless and Other Special Needs Activities – 91.320(h)

Introduction

The Commonwealth of Virginia has established a policy framework and the infrastructure to address homelessness and to better serve special needs populations. The policy framework, statewide committees, subcommittees, and workgroups are organized around priorities such as youth and older adult homelessness, solutions including rapid re-housing and permanent supportive housing, data, family and chronic homelessness, and veterans. Notably, DHCD meets monthly with the Permanent Supportive Housing (PSH) Steering Group, a cross-agency workgroup that focuses on the following populations: individuals with intellectual or developmental disabilities, individuals with serious mental illness, and individuals experiencing chronic homelessness. The group is in the process of developing coordinated referral methods to leverage existing and future PSH units.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Since 2010, the commonwealth has decreased overall homelessness by 36%. The goal is to continue the decline annually through the administration of ESG, HOPWA, and state homeless assistance funding.

Within each of Virginia's 27 Continuum of Care and Local Planning Groups, the Commonwealth seeks to support an effective emergency crisis response system to include street outreach, coordinated entry and assessment, targeted prevention, low-barrier emergency shelter, and permanent housing solutions, all in alignment with the Housing First approach, in order to achieve the following goals:

- Decrease the number of individuals experiencing homelessness
- Decrease the length of time households are homeless
- Reduce the number of households returning to homelessness

Addressing the emergency shelter and transitional housing needs of homeless persons

In cases where the prevention of homelessness is not possible or safe, emergency shelter is supported as a temporary measure. DHCD funds emergency shelter operations that are low-barrier and housing-focused for households experiencing homelessness in Virginia. Types of shelters may include scattered site, congregate, seasonal, or hotel/motel vouchers.

DHCD does not fund transitional housing (TH), but all resources are leveraged with those throughout the commonwealth's CoCs and where TH is deemed appropriate, HUD CoC funds are requested.

The goals of all shelter stays are:

- First, to quickly obtain permanent housing
- Second, to maintain housing stability

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The commonwealth has adopted these goals and through the community-based funding application is able to ensure CoC/LPGs are making community-based decisions to ensure each CoC/LPG has an effective crisis response system.

An effective crisis response system is able to identify and quickly connect people who are experiencing or are at risk of experiencing homelessness to housing assistance and other services. It works because it aligns a community, its programs and services around one common goal – to make homelessness rare, brief, and one-time.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The commonwealth leverages state resources to prevent households from becoming homeless. These resources are targeted to households at imminent risk of homelessness (documented housing loss within 14 days). In addition to state resources, DHCD has also utilized ESG-CV resources towards homelessness prevention activities.

The following are examples of situations where prevention from homelessness may be feasible:

- Household living in someone else's unit (doubled up) where the right to occupy has been terminated
- Household living in their own unit where housing loss within 14 days is imminent and homelessness could be averted
- Household living in hotel/motel (paid for by household) and the household is unable to pay for additional nights

Prevention assistance is limited to those households who will imminently lose their primary nighttime residence within 14 days and meet all other requirements. The household must have an income below 30 percent of MFI and lack the sufficient resources and support networks necessary to retain housing

without assistance.

Additionally, DHCD staff participates in numerous state level committees to address the intersections of homelessness and health care, mental health, education, criminal justice, and the foster care system.

AP-70 HOPWA Goals – 91.320(k)(4)

One year goals for the number of households to be provided housing through the use of HOPWA for:	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	150
Tenant-based rental assistance	50
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	0
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	0
Total	200

AP-75 Barriers to affordable housing – 91.320(i)

Introduction:

As part of the development of the current Consolidated Plan, DHCD conducted an analysis of the impediments to fair housing. The following information below describes the key barriers to fair housing identified in the analysis. Of note, DHCD is in year five of the five-year consolidated plan and will be conducting a new fair housing analysis this coming year. DHCD structures policies and programs to help address the barriers and helps to inform localities of the barriers and their responsibility to help address the impediments to fair housing.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

1. Discrimination in the rental and sales housing markets. Particularly, discrimination based on disability and race:

- Increase testing and enforcement efforts in the rental and sales housing markets to ensure that members of protected classes are being offered an equal opportunity to access all housing options in their communities; publicize results of testing programs.
- Increase education efforts for landlords, leasing agents, and real estate professionals about their fair housing responsibilities; in particular, stress the importance of making reasonable accommodations for persons with disabilities.
- Increase education efforts for individuals seeking housing so they are aware when they are victims of discrimination and so that they are aware of their options to resolve the situation.
- Increase enforcement of affirmative marketing of affordable housing options to members of the protected classes.

2. Constraints in the mortgage lending market. Minorities experience higher denial rates in the mortgage markets at all income levels, particularly at the lowest income levels in the conventional loan market:

- Increased oversight of mortgage lending and denial practices.
- First-time homebuyer education, affirmatively marketed to minorities.
- Continued support of financial literacy and credit counseling initiatives.
- Increased awareness regarding the availability of Federal Housing Administration (FHA) and other government supported loans.
- Reassess HMDA data once 2018 changes have occurred which include additional applicant data (including creditworthiness).

3. Additional fair housing education among real estate agents, landlords, housing providers, local officials, and especially, individuals is needed. Training available outside the major metro areas is

needed:

- Increase fair housing educational opportunities for renters and homebuyers; in particular, members of the protected classes.
- Increase the availability of seminars and classes for housing providers regarding fair housing law; expand such educational opportunities to include rural and non-metro areas, consider online venues.
- Up-to-date, relevant, and clearly written fair housing materials for individuals made readily available on multiple state websites and in housing providers' offices.
- Encourage housing providers and other relevant stakeholders to utilize social networking and social media to inform both clients and landlords of fair housing policy.

4. Availability and access to quality affordable housing; there are a large number of low-income households in need of affordable housing and there are a large number of cost-burdened households, especially in the rental housing market. "Crowding out," and combined transportation and housing costs are areas of concern regarding affordable housing:

- Continued support of federal, state, and local efforts to preserve and produce quality affordable housing.
- Continued support of partnerships between nonprofit, state, local, and federal partners to efficiently leverage resources for the production of affordable housing.
- Support of public-private partnerships that create affordable and mixed-income housing.
- Support of efforts that match appropriately priced housing with varied transportation options.
- Promote the use of housing databases such as those offered by Virginia Housing. <http://www.virginiahousingsearch.com/>.

AP-85 Other Actions – 91.320(j)

Introduction:

The Commonwealth of Virginia has established a Housing Policy Framework that includes a number of working committees that actively work to address underserved needs in Virginia. These committees are working to improve interagency coordination, to improve service coordination outcomes, and to address barriers.

Actions planned to address obstacles to meeting underserved needs

DHCD structures programs, policies, and procedures to help address underserved needs. These efforts include partnerships with affordable housing developers and the local housing authorities as well as other community development organizations. In addition, DHCD leverages HOME and CDBG funds with state resources to provide financial and technical assistance to affordable housing development projects across the commonwealth.

Actions planned to foster and maintain affordable housing

DHCD structures programs, policies, and procedures to help foster and maintain affordable housing in the commonwealth. These efforts include partnerships with affordable housing developers and the local housing authorities as well as other community development organizations. In addition, DHCD leverages HOME and CDBG funds with state resources to provide financial and technical assistance to affordable housing development projects across the commonwealth.

Actions planned to reduce lead-based paint hazards

DHCD received a Lead Paint and Healthy Homes grant, to be used for lead abatement, administrative, and capacity building activities across the Commonwealth except in those localities that have their own HUD lead grants - Richmond, Roanoke, and Chesterfield. DHCD is partnering with local health departments, and with other state agencies (i.e., Department of Health, Department of Social Services), and with our existing network of providers within our Rehab Program Portfolio to implement the program statewide, except as noted above.

Actions planned to reduce the number of poverty-level families

A number of DHCD programs support efforts to reduce the number of families living at or below the poverty level. These efforts include construction projects where assisted projects are required to provide local benefit in the form of hiring and/or contracting with qualified (local and low-income) individuals or businesses. In addition, DHCD leverages small businesses as well as other community development resources to develop economic opportunity in areas where employment and economic

benefits are limited. DHCD also promotes access to affordable housing in areas of opportunity.

Actions planned to develop institutional structure

The Commonwealth of Virginia has established a Housing Policy Framework that includes a number of working committees that actively work to address underserved needs in Virginia. These committees are working to improve interagency coordination, to improve service coordination and outcomes, to address barriers, and to establish the necessary institutional structures.

Actions planned to enhance coordination between public and private housing and social service agencies

The Housing Policy Framework and committee structure is composed of public and private housing providers and social services agencies that are working together across multiple subpopulations and state and federal agencies to enhance coordination. In addition, the Housing and Supportive Services Interagency Leadership Team, which is comprised of agency heads of state agencies, is actively working to improve the integration of community-based housing and services for individuals with intellectual and developmental disabilities, people with serious mental illness, and people who are chronically homeless.

Discussion:

More details are available online at www.dhcd.virginia.gov.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.320(k)(1,2,3)

Introduction:

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.320(k)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	87.57%

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.320(k)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The commonwealth utilizes only forms of investment included in Section 92.205.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

Recapture Provision: Direct Buyer Assistance

Homebuyer HOME-assisted units structured as direct buyer assistance are subject to a recapture provision that ensures that DHCD recovers its HOME investment in the event of voluntary or involuntary transfer of the property during the period of affordability. Direct homebuyer assistance consists of any financial assistance that reduces the purchase price from fair market value to an affordable price, or otherwise subsidizes the purchase (e.g., downpayment or closing costs assistance). Please note that in some instances, there may also be HOME assistance toward development costs along with direct homebuyer assistance. In these cases the amount to be recaptured is limited to the amount of direct buyer assistance/subsidy (and does not include the development assistance).

The homebuyer must maintain the property as their principal residence throughout the period of affordability. If the property is voluntarily or involuntarily transferred during the period of affordability, the property is subject to the recapture provisions outlined here.

Virginia will use the recapture provision at §92.254(a)(5)(ii)(1) and recapture the entire amount of the direct HOME subsidy. The total original amount of the direct buyer assistance is recaptured from the net proceeds in the case of sale, refinance (see exception below), or foreclosure. Net proceeds are defined as the sales price minus superior loan repayment (other than HOME funds) and any closing costs. In these cases, the required amount returned (total assistance amount from net proceeds) is due and payable in full to DHCD. The HOME recaptured amount may not exceed available net proceeds. In the event net proceeds are insufficient to recover the full amount due, the DHCD will recapture the available net proceeds and the HOME obligation will be satisfied. The HOME assistance may not be subordinated to refinancing of the first lien position primary mortgage or an equity loan or line of credit during the period of affordability except under special hardship conditions at DHCD's discretion.

Affordability requirements are secured by a Restricted Deed of Covenant in the amount of direct assistance. In addition, DHCD executes an agreement with the homebuyer to secure the affordability requirements (terms of recapture, principal residency requirement, and noncompliance.) If the property is not sold or transferred during the affordability period, the HOME loan is forgiven in full at the end of the affordability period.

Resale Requirement: (Homebuyer Development Subsidy Only)

In situations where the HOME assistance is structured as a development subsidy only (i.e., there is no direct subsidy to the homebuyer and the only HOME assistance is the amount of funds between the total cost to rehabilitate or construct the unit and the fair market value), Virginia requires the

use of a resale provision. This means, upon voluntary or involuntary transfer of the property within the applicable affordability period, the home must be resold to an income eligible homebuyer at an affordable price, and the original homebuyer must receive a fair return on his/her investment.

The full provision is on file with the HUD field office.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

Reasonable Range of Low-Income Buyers

A “reasonable range of low-income buyers” is defined in the Virginia Program as a household or family with income not greater than 80 percent AMI but at least 60 percent AMI. DHCD defines the sales price that is affordable to this group as an amount whereby the household mortgage payment requires it pay no more than 30 percent of its income for housing costs (principal, interest, property taxes, and insurance).

Please note that the resale price is based on a fair return on investment outlined above. If the resale price is not affordable to the reasonable range of low-income buyers, downpayment assistance and/or second mortgage assistance may be provided by DHCD and/or sub-recipients in order to assure affordability to the homebuyer.

Virginia will use deed restrictions or covenants running with the land to impose the resale and continued affordability requirements as outlined in §92.254(a)(5)(i)(A) of the HOME Rule.

Noncompliance

During the period of affordability, the owner’s compliance with the principal residency requirement will be monitored. A homebuyer is noncompliant with the HOME affordability requirements if he/she fails to reside in the unit as their principal residence without transferring title (i.e., by either vacating or renting the unit to another occupant), or if he/she sells the property without complying with the applicable resale or recapture provision. In the event of noncompliance, DHCD reserves the right to require the buyer to repay the entire HOME investment (including the direct subsidy and any additional development subsidy provided).

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

HOME funds will not be used to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds.

**Emergency Solutions Grant (ESG)
Reference 91.320(k)(3)**

1. Include written standards for providing ESG assistance (may include as attachment)

The commonwealth requires that all ESG sub-grantees submit to DHCD written standards (policies and procedures) for providing ESG assistance. At a minimum, written standards must be low-barrier and housing focused. The standards are required to cover processes for determining program eligibility, prioritization, and level of assistance; confidentiality procedures; conflict of interest policies; data collection requirements; as well as applicable federal and state regulations (fair housing, involuntary separation, ADA, etc.).

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

All CoCs, Balance of State local planning groups, and all DHCD homeless services grantees must use a local centralized or coordinated assessment/entry system. A local centralized or coordinated assessment/entry system is best practice for a housing-focused approach targeted to helping households experiencing homelessness quickly regain stability in permanent housing. This best practice is also essential to help divert, where possible, households seeking homeless services from shelter – preventing new cases of homelessness.

A centralized or coordinated assessment/entry system must:

- Provide coordinated program participant intakes, assessments, and referrals
- Cover the CoC or local planning group geographic area
- Provide easy access for individuals and families seeking housing or services
- Provide a comprehensive and standardized assessment tool

Each centralized or coordinated assessment system must have in place written standards for determining program eligibility, prioritization, and level of assistance. Each system must conduct regular evaluations to determine overall effectiveness for process improvement measures.

CoCs and local planning groups must provide a local method and point-of-contact appropriate for referrals from state agencies and providers outside of their CoC or local planning group. This contact must directly link individuals or providers to the centralized or coordinated assessment system.

3. Identify the process for making sub-awards and describe how the ESG allocation available

to private nonprofit organizations (including community and faith-based organizations).

The commonwealth will make sub-awards through a community-based application process. CoCs/LPGs must submit applications for funding through DHCD's online Centralized Application Management System (CAMS). The application will be reviewed by a panel and evaluated based on local need, capacity, approach, and local coordination. Applications will identify specific grantees within the CoC/LPG to carry out eligible activities. DHCD will contract directly with these grantees. Both nonprofits and units of local government are eligible grantees. Faith-based organizations are required to have separate 501 c 3 status established to meet eligibility requirements. DHCD will monitor individual grantees. Performance measures will be evaluated on both the grantee and CoC/LPG levels.

- 4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.**

Not applicable to state grantees.

- 5. Describe performance standards for evaluating ESG.**

DHCD requires each grantee to complete an end of year report for all funded activities (Outreach, Emergency Shelter Operations, Coordinated Entry/Assessment, Targeted Prevention, and Rapid Rehousing). These reports are in alignment with HUD's System Performance Measures and Annual Performance Report. DHCD dedicates its award of ESG funding to Rapid Rehousing activities. DHCD uses the end of year reports to evaluate grantee performance. During the HSNH application process, DHCD also evaluates community based performance measures using the CoC's Annual Performance Report submitted to HUD. This evaluation directly impacts the commonwealth's funding decisions, including ESG funding.

Housing Trust Fund (HTF)
Reference 24 CFR 91.320(k)(5)

- 1. How will the grantee distribute its HTF funds? Select all that apply:**

☒ Applications submitted by eligible recipients

- 2. If distributing HTF funds through grants to subgrantees, describe the method for distributing HTF funds through grants to subgrantees and how those funds will be made**

available to state agencies and/or units of general local government. If not distributing funds through grants to subgrantees, enter “N/A”.

N/A

3. If distributing HTF funds by selecting applications submitted by eligible recipients,

a. Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2). If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

Eligibility requirements are as follows:

- Must be an organization, agency, or other entity (including a public housing agency, or a for-profit entity or a nonprofit entity)
- Must be owner or developer of proposed project
- Must agree to comply with NHTF requirements and all cross-cutting federal requirements
- Must demonstrate the financial capacity to undertake and manage the project development and long-term compliance)
- Must have experience with development and management of similar projects (project type, funding/regulatory requirements, and target population)

b. Describe the grantee’s application requirements for eligible recipients to apply for HTF funds. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

Applicant must be an eligible organization with eligible projects. Applications must be submitted in CAMS through the Affordable and Special Needs Housing Program application by the due dates. DHCD provides two application rounds each program year. Please see program guidelines and/or the methods of distribution for more details.

c. Describe the selection criteria that the grantee will use to select applications submitted by eligible recipients. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

DHCD will select applications using a competitive application process that evaluates proposals on the criteria listed below. Please note there are several individual measures included under each of these basic criteria:

- Meeting critical local need (worth 40 points)
- Feasibility – likelihood of projects coming to a timely, successful completion and likelihood of

compliance through affordability period (worth 30 points)

- Developer capacity –ability to successfully complete projects and deliver affordable housing (worth 30 points)
- Minimum of 60 out of 100 points required as threshold for funding

Please see the Affordable and Special Needs Housing program guidelines for more details.

d. Describe the grantee’s required priority for funding based on geographic diversity (as defined by the grantee in the consolidated plan). If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

Virginia’s project selection process is an open and competitive application where eligible applicants submit project proposals and all proposals meeting threshold requirements are reviewed and scored. Priority and scoring preferences are given to high quality projects meeting the highest needs based on income targeting and local market needs. Please see the methods of distribution for more details.

e. Describe the grantee’s required priority for funding based on the applicant's ability to obligate HTF funds and undertake eligible activities in a timely manner. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

Overall project readiness is evaluated under elements of feasibility (see above). DHCD's application review process is designed to score projects relatively higher based on the degree to which the project is positioned to proceed in a timely manner.

Overall development team capacity is evaluated under elements of capacity (see above). DHCD's application review process is designed to score applications relatively higher based on the degree to which the development team has demonstrated success with similar projects. Project management’s experience managing similar projects is also a scoring criteria under overall capacity.

f. Describe the grantee’s required priority for funding based on the extent to which the rental project has Federal, State, or local project-based rental assistance so that rents are affordable to extremely low-income families. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

Applications including rental assistance receive points under the Need criteria (above).

g. Describe the grantee’s required priority for funding based on the financial feasibility of the project beyond the required 30-year period. If not distributing funds by selecting applications submitted by eligible recipients, enter “N/A”.

DHCD is not currently considering affordability beyond the required 30 years.

h. Describe the grantee's required priority for funding based on the merits of the application in meeting the priority housing needs of the grantee (such as housing that is accessible to transit or employment centers, housing that includes green building and sustainable development features, or housing that serves special needs populations). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

Project must include units targeted at 30 percent or below to be eligible. Those projects also including permanent supportive housing units targeted to special needs population including people with intellectual/developmental disabilities, people with serious mental illness, and people who are chronically homeless will receive scoring preference under the Need criteria (above). In addition, applicants receive points under Need (above) for green-building certification, universal design elements, exceeding accessibility (504) requirements, and access to community based services.

i. Describe the grantee's required priority for funding based on the extent to which the application makes use of non-federal funding sources. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

Typically, projects require multiple funding sources in order to address cash flow needs. Applications are evaluated based on the degree to which the requested funds are needed in the project, the degree to which other funding commitments are in place, and the degree to which these funds will help to leverage other resources. Projects that leverage a diversity of resources will be given a scoring preference.

4. Does the grantee's application require the applicant to include a description of the eligible activities to be conducted with HTF funds? If not distributing funds by selecting applications submitted by eligible recipients, select "N/A".

Yes

5. Does the grantee's application require that each eligible recipient certify that housing units assisted with HTF funds will comply with HTF requirements? If not distributing funds by selecting applications submitted by eligible recipients, select "N/A".

Yes

6. Performance Goals and Benchmarks. The grantee has met the requirement to provide for performance goals and benchmarks against which the grantee will measure its progress,

consistent with the grantee's goals established under 24 CFR 91.315(b)(2), by including HTF in its housing goals in the housing table on the SP-45 Goals and AP-20 Annual Goals and Objectives screens.

Yes

7. Maximum Per-unit Development Subsidy Amount for Housing Assisted with HTF Funds. Enter or attach the grantee's maximum per-unit development subsidy limits for housing assisted with HTF funds.

The limits must be adjusted for the number of bedrooms and the geographic location of the project. The limits must also be reasonable and based on actual costs of developing non-luxury housing in the area.

If the grantee will use existing limits developed for other federal programs such as the Low Income Housing Tax Credit (LIHTC) per unit cost limits, HOME's maximum per-unit subsidy amounts, and/or Public Housing Development Cost Limits (TDCs), it must include a description of how the HTF maximum per-unit development subsidy limits were established or a description of how existing limits developed for another program and being adopted for HTF meet the HTF requirements specified above.

If the grantee will use existing limits developed for other federal programs such as the Low Income Housing Tax Credit (LIHTC) per unit cost limits, HOME's maximum per-unit subsidy amounts, and/or Public Housing Development Cost Limits (TDCs), it must include a description of how the HTF maximum per-unit development subsidy limits were established or a description of how existing limits developed for another program and being adopted for HTF meet the HTF requirements specified above.

The limits must be adjusted for the number of bedrooms and the geographic location of the project. The limits must also be reasonable and based on actual costs of developing non-luxury housing in the area. If the grantee will use existing limits developed for other federal programs such as the Low Income Housing Tax Credit (LIHTC) per unit cost limits, HOME's maximum per-unit subsidy amounts, and/or Public Housing Development Cost Limits (TDCs), it must include a description of how the HTF maximum per-unit development subsidy limits were established or a description of how existing limits developed for another program and being adopted for HTF meet the HTF requirements specified above.

The maximum per-unit subsidy limits for the NHTF will be set at HUD's applicable limits for the HOME program. These will be applied statewide and are adjusted by the number of bedrooms per unit. These limits are currently as follows:

Maximum Subsidy Limits

0-Bedroom \$159,754

1-Bedroom \$183,132

2-Bedroom \$222,694
3-Bedroom \$288,094
4+-Bedroom \$316,236

The decision to use the HOME subsidy limits and apply them statewide is based on an analysis of actual development costs for properties in Virginia where there was little variation in average project costs during 2010- 2019 across the state's counties.

Please note that in addition to the subsidy limit, DHCD also applies a subsidy layering analysis to assure that the level of subsidy does not exceed the actual allowable development costs of the unit, that the costs are reasonable and in line with similar projects across the state, that the developer is not receiving excessive profit, and that the NHFT funding does not exceed the amount necessary for the project to be successful for the required 30-year affordability period.

While Virginia does not include any geographic priorities for funding, funding requests are evaluated based on local needs/demand relative to all applications submitted for review.

8. Rehabilitation Standards. The grantee must establish rehabilitation standards for all HTF-assisted housing rehabilitation activities that set forth the requirements that the housing must meet upon project completion. The grantee's description of its standards must be in sufficient detail to determine the required rehabilitation work including methods and materials. The standards may refer to applicable codes or they may establish requirements that exceed the minimum requirements of the codes. The grantee must attach its rehabilitation standards below.

In addition, the rehabilitation standards must address each of the following: health and safety; major systems; lead-based paint; accessibility; disaster mitigation (where relevant); state and local codes, ordinances, and zoning requirements; Uniform Physical Condition Standards; Capital Needs Assessments (if applicable); and broadband infrastructure (if applicable).

Please see attachment.

9. Resale or Recapture Guidelines. Below, the grantee must enter (or attach) a description of the guidelines that will be used for resale or recapture of HTF funds when used to assist first-time homebuyers. If the grantee will not use HTF funds to assist first-time homebuyers, enter "N/A".

N/A

10. HTF Affordable Homeownership Limits. If the grantee intends to use HTF funds for homebuyer assistance and does not use the HTF affordable homeownership limits for the

area provided by HUD, it must determine 95 percent of the median area purchase price and set forth the information in accordance with §93.305. If the grantee will not use HTF funds to assist first-time homebuyers, enter “N/A”.

Any limitation or preference must not violate nondiscrimination requirements in § 93.350, and the grantee must not limit or give preferences to students. The grantee may permit rental housing owners to limit tenants or give a preference in accordance with § 93.303(d)(3) only if such limitation or preference is described in the action plan.

DHCD will give scoring preference to projects that will include more than the minimum 504 units and also to those that target the special needs population. Targeting units to special needs populations has been identified as a need and a goal in the annual action plan.

12. Refinancing of Existing Debt. Enter or attach the grantee’s refinancing guidelines below. The guidelines describe the conditions under which the grantee will refinance existing debt. The grantee’s refinancing guidelines must, at minimum, demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing. If the grantee will not refinance existing debt, enter “N/A.”

N/A

Discussion: Please see DHCD's website page on ASNH for more details:
<https://www.dhcd.virginia.gov/asnh>

Attachments (see next page)

Virginia Department of Housing and Community
Development
Rehabilitation Standards

I. PURPOSE OF STANDARDS

- A. All states must establish rehabilitation standards that all HOME and National Housing Trust Funds (NHTF)-assisted housing undergoing rehabilitation must meet at the time of project completion, pursuant to the NHTF implementing regulations at [24 CFR 93.301\(b\)](#). The requirements found at 24 CFR 93.301(b) outline the need to have rehabilitation standards that describe rehabilitation in enough detail on what work is required and how the work should be performed.
- B. These Rehabilitation Standards are designed to outline the requirements for building rehabilitation for all DHCD funded housing projects including all DHCD Virginia Housing Trust Fund (VHTF), NHTF and HOME-funded rehabilitation projects. The Standards, though a requirement specifically to the development entity in direct receipt of DHCD funding, are written to provide guidance to all relevant members of a project development team.
- C. The goal of the DHCD's rehabilitation programs (Affordable and Special Needs Housing and Indoor Plumbing and Rehabilitation) is to provide functional, safe, affordable and durable housing that meets the needs of the residents, tenants, and communities in which the housing is located. The purpose of the Rehabilitation Standards is to ensure that property rehabilitation puts each building in the best possible position to meet this goal over its extended life and that, at a minimum, all health and safety deficiencies are addressed.

II. STATE AND LOCAL CODES, ORDINANCES, AND ZONING REQUIREMENTS COMPLIANCE

- A. All work undertaken in accordance with these standards shall comply with all applicable commonwealth of Virginia state and local codes, ordinances, and zoning requirements. A copy of the updated Virginia State Codes is located at: <https://www.dhcd.virginia.gov/building-and-fire-regulations-archives>.
- B. The Virginia Uniform Statewide Building Code (USBC) contains the building regulations that must be complied with when constructing a new building, structure, or an addition to an existing building. They must also be used when maintaining or repairing an existing building or renovating or changing the use of a building or structure.
- C. The USBC is comprised of three parts known as:
 - [2018 Virginia Construction Code \(USBC, Part I\)](#)
 - [2018 Virginia Existing Building Code \(USBC, Part II\)](#)
 - [2018 Virginia Maintenance Code \(USBC, Part III\)](#)
 - [2018 Errata to the Virginia Building and Fire Regulations](#)

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- D. All grantees, developers, contractors and designed professionals who engage in contracting on DHCD funded construction activities in the commonwealth of Virginia must be properly licensed or certified through the Virginia Department of Professional and Occupational Regulation (DPOR). In addition, the HTF grantee must demonstrate compliance with all state and local codes through project affiliation with professional design team drawing certifications (e.g. architectural design stamp) and/or other approved methods.
- E. All Project Design Professionals associated with the project must be properly licensed or certified Virginia DPOR.
- F. The project developer will formally contract with licensed architectural and engineering design professionals to provide appropriate professional services for each project. It is the responsibility of each licensed professional to assure that the scope of work is done in accordance with the generally accepted practices in their discipline, as well as designing the project to be in full conformance with all the applicable Federal, State and local codes.
- G. In addition, the architect or engineer will provide contract specifications which stipulate quality standards, materials choices and installation methods and standards. Such specifications may reference other appropriate standards set by different trades associations and testing agencies such as ASTM, Underwriters Laboratory (UL), Tile Council of America, Gypsum National Roofing Contractors Association (NRCA) Architectural Woodwork Institute, SMACNA, ASTM, AFME, etc.
- H. Warranties shall be required per the standard construction contracts on all materials, equipment and workmanship.

III HEALTH AND SAFETY

- A. If the housing is occupied at the time of rehabilitation, any life-threatening deficiencies must be identified and addressed immediately. See the attached listing (Attachment I) of Inspectable Items and Observable Deficiencies, including the identification of life-threatening deficiencies for the property site, building exterior, building systems, common areas, and units.
- B. Energy related health and safety actions are those actions necessary to maintain the physical well-being of the occupants.
- C. ASHRAE 62.2 ventilation standard is required (where applicable).
- D. All grantees, sub-recipients, developers, contractors must address potential life threatening deficiencies as well as educate clients on any potential dangers existing in their housing unit if the housing is occupied at the time of rehabilitation. Potential life threatening deficiencies and common client education topics include, but are not limited to:
 - 1) Combustion—if a heating system is present that requires combustion air, the client must be educated on the importance of keeping combustion air vents free and uncovered. Clients must also be informed if there are unsafe conditions that are discovered during the combustion appliance testing and be instructed not to operate it until it is repaired or replaced. All conditions must be corrected by the property rehabilitation activities.
 - 2) Smoke and Carbon Monoxide Detectors – clients should be shown how to test and replace the batteries.
 - 3) Unvented Space Heaters – unvented space heaters should be removed whenever possible. Clients should be educated on the dangers of fuel-fired unvented space heater.
 - 4) Materials testing positive or assumed to contain asbestos should be identified and revealed to the

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client. Further instruction must be given on how to avoid disturbing such material, especially when it is friable.

- 5) Moisture and mold – clients should be instructed on how to remove excess moisture from the dwelling (e.g., exhaust fans when taking showers or cooking).
 - 6) Power supply inspections, repair, or upgrades
 - 7) Inspection for gas leaks
 - 8) Inspection for adequate combustion air for combustion heating appliances
 - 9) Draft and pressure tests for combustion appliances
 - 10) Inspection of vent systems, to include the chimney
 - 11) Inspection for adequate clearance from combustibles
 - 12) Inspection of safety controls on combustion appliances
- E. Existing Client Health Problems – If the housing is occupied at the time of rehabilitation all grantees, developers, contractors are required to ask clients if there are existing health problems that may impact the services that can be provided and evaluate the potential to aggravate pre-existing health conditions. These problems will be documented and care will be taken to avoid exacerbating the problem.
- F. A health and safety inspection must be completed as part of the Energy Audit (when conducted) or prior to re-occupancy of any after-rehab unit. The inspection may include, but is not limited to, the following:
- 1) Blower door testing for minimum ventilation rates (mvr) inspection and testing for unacceptable levels of carbon monoxide in the flue and ambient areas
- G. All federal, state and local rules, regulations, and guidelines are applicable to all grantees, developers, contractors. This includes health and safety rules and regulations as mandated by the federal Occupational Safety and Health Administration (OSHA) as well as by the Virginia Department of Labor and Industry (DOLI) and the Virginia Occupational Safety and Health (VOSH).
- H. Health and safety practices apply to motor vehicle operation in addition to actual rehabilitation activities. Unauthorized drivers or untrained equipment operators can imperil a contractor's licensing.
- I. Tools and equipment should be properly used, maintained, and stored. Vehicles should receive regular care and maintenance. Proper documentation regarding warranties, routine maintenance records, repairs, etc. is a critical aspect of acceptable safety practices.
- J. Work must be done in such a manner as to protect workers and clients as much as possible.

IV. DISASTER MITIGATION

- A. To the extent applicable/relevant, the housing must be improved to mitigate the potential impact of potential disasters (e.g. earthquakes, hurricanes, floods, wildfires) in accordance with state or local codes, ordinances, and requirements, or such other requirements that HUD may establish.
- B. Specifically regarding flood hazards, the most relevant potential natural disaster for the commonwealth of Virginia:
- Projects funded with only HOME funds shall meet FEMA federal regulation, and HUDs' floodplain management requirements at 24 CFR 55, including the 8-Step Floodplain Management Process (when applicable) at 24 CFR 55.20 where applicable.
 - Projects shall meet fluvial erosion prevention requirements per local municipality codes, regulations or ordinances.
 - Projects funded with NHTF or a combination of HOME and NHTF funding must meet the environmental provisions of the NHTF requirements (24 CFR 55) including guidance cited in the CPD notice providing additional guidance for Housing Trust Fund Environmental Provisions. (CPD-16-14)

V. UNIFORM PHYSICAL CONDITION STANDARDS (UPCS)

- A. These Rehabilitation Standards are designed to meet or exceed the HUD's Uniform Physical Condition Standards (UPCS), and ensure that upon completion, the DHCD-assisted project and units will be decent, safe, sanitary, and in good repair as described in [24 CFR 5.703](#).
- B. The attached standards (Attachment I) are based on the UPCS Inspectable Items and Observable Deficiencies for the site, building exterior, building systems (multifamily housing only), common areas (multifamily housing only), and units. At a minimum the rehabilitation standards identify the type and degree of deficiency that must be addressed.
- C. Deficiencies highlighted with an asterisk in Attachment I are considered life-threatening under these Standards and must be addressed immediately, if the housing is occupied.

VI. SCOPE OF WORK DETERMINATION

- A. In developing scopes of work, grantees, sub-recipients, and developers must ensure that all requirements under the Rehabilitation Standards are satisfied and that the proposed scope of work meets the goals of these rehab standards. DHCD reserves the right to deny or request revision to proposed or existing scopes of work in accordance with program standards practice as part of its project underwriting guidelines and/or loan or grant conditions.

VII. CAPITAL NEEDS ASSESSMENTS (CNA) –Not Applicable for Single Family

- A. For multifamily rental housing projects of 26 or more total units, the developer, sub-recipients, or grantee must determine all work that will be performed in the rehabilitation of the housing and the long-term physical needs of the project through a Capital Needs Assessment of the project.
- B. The industry standard period for Capital Needs Assessments is 20 years. In developing scopes of work on housing rehabilitation projects developers and grantees shall consider the remaining expected useful life (based on the age and condition of the property) of all building components with regard to building long-term sustainability and performance. Each building component with a remaining expected useful life of less than the applicable period of affordability (minimum 30 years for NHTF) shall be considered for replacement, repair or otherwise addressed and/or updated. New building components with an expected useful life of less than 30 years shall be considered for future replacement.
- C. However, for projects to be considered, the CNA must have a proposed process to review and update the CNA during the life of the project to ensure projected capital needs through the affordability period are anticipated and planned for. The grantee must develop a CNA plan for review by DHCD.
- D. Whether or not a particular building component has been replaced, repaired or otherwise updated as part of the rehabilitation scope of work, all building components and major systems must demonstrate adequate funding to be viable for at least 20 years, with a plan that outlines how adequate funding will be available any remaining affordability period beyond 20 years.
- E. Annual replacement reserves contributions of at least \$300 per unit required through the affordability period.

- F. Grantees and their development teams should ensure that all building components are analyzed as part of a comprehensive effort to balance rehabilitation scope and capital planning in a way which maximizes long-term building performance as much as possible within the parameters of both development and projected operational funding available
- G. In the case of homebuyer rehabilitation, upon completion each of the major systems shall have a minimum useful life of no less than 5 years or the major systems must be rehabilitated or replaced as part of the rehabilitation work.

VIII. LEAD-BASED PAINT

- A. All work undertaken in accordance with these standards shall comply with the Lead Safe Housing Rule (LSHR) at 24 CFR Part 35, implementing Title X of the 1992 Housing and Community Development Act for HOME and HTF funded housing programs. This regulation has been in effect since September 15, 2000. The lead-based paint regulation at 24 CFR Part 35 consolidates all lead-based paint requirements for HUD-assisted housing.
- B. All work undertaken in accordance with these standards shall comply with all applicable laws and codes of the commonwealth of Virginia, and local codes, ordinances, and zoning requirements that require compliance with the lead-based paint requirements found at 24 CFR part [35](#).
- C. Lead-based paint (LBP) requirements exist to protect vulnerable families from potential health hazards. As agencies that provide assistance to and work closely with disadvantaged populations, VADHCD loan HTF recipients are in a good position to ensure that LBP requirements are implemented as intended and help ensure the safety and well-being of their clients.
- D. Compliance with the Lead Safe Housing Policies and Procedures promulgated by the Virginia Department of Professional and Occupational Regulation (DPOR) and DHCD is required. A copy of the DHCD Lead Safe Housing Policies and Procedures can be found at <https://dhcd.virginia.gov/sites/default/files/Docx/housing/lead-safe-housing-rule-procedures.pdf>.

IX. ACCESSIBILITY

- A. All work undertaken in accordance with these standards shall comply with all applicable laws and codes of the commonwealth of Virginia, and local codes, ordinances, and zoning requirements that require compliance with the accessibility requirements in 24 CFR part [8](#), which implements section 504 of the Rehabilitation Act of 1973 ([29 U.S.C. 794](#)), and Titles II and III of the Americans with Disabilities Act ([42 U.S.C. 12131-12134](#)) implemented at 28 CFR parts [35](#) and [36](#), as applicable.
- B. "Covered multifamily dwellings," as defined at 24 CFR [100.201](#), must also meet the design and construction requirements at 24 CFR [100.205](#), which implements the Fair Housing Act ([42 U.S.C. 3601-3619](#)). Rehabilitation may include improvements that are not required by regulation or statute that permit use by a person with disabilities.
- C. Multifamily rental projects of fifteen units or more that undergo "substantial alterations" must also comply with Section 504's accessibility requirements. Rehabilitation activities are considered "substantial alterations" when the costs of rehabilitation will be 75 percent or more of the replacement

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cost of the completed facility.

- D. For these projects, the common spaces must be made accessible as well as the same number of units required for new construction:
- A minimum of 5 percent of the dwelling units in the project (but not less than one unit) must be accessible to individuals with mobility impairments.
 - An additional 2 percent, at a minimum (but not less than one unit), must be accessible to individuals with sensory impairments.
- E. For rehabilitation of multifamily rental projects that do not meet the definition of substantial alterations, the alterations that are made must, to the maximum extent feasible, make the dwelling units accessible to and usable by individuals with mobility impairments.
- F. If alterations of single elements or spaces of a dwelling unit, when considered together, amount to an alteration of a dwelling unit, then the entire dwelling unit shall be made accessible to persons with mobility impairments. (This would include alterations that involve certain kitchen and bathroom renovations, as well as entrance door jamb replacements.)
- G. Alterations to common spaces must make those areas accessible, to the maximum extent feasible.
- H. When a minimum of 5 percent of the dwelling units (but not less than one unit) are accessible to people with mobility impairments, no additional units are required to be made accessible. For this category of rehabilitation, there is no requirement to make any units accessible to individuals with sensory impairments.
- I. A copy of the DHCD Section 504 Procedures can be found at <https://www.dhcd.virginia.gov/sites/default/files/Docx/asnh/housing-trust-fund-loan-pool/section-504-manual.pdf>.

X. ENERGY EFFICIENCY

- A. All projects must present, both in the design and implementation of the project rehabilitation scope of work, shall place a particular emphasis to maximize the effectiveness of the energy efficiency in the work scope. Scoring preferences will be given to projects that will be VA Earthcraft or LEED certified.
- B. All applicants must provide a detailed description of all special features that will be included in the development. Preference will be given to projects that incorporate universal design concepts, Green-Build, LEED Certified, and/or VA Earthcraft Certification into the project. At a minimum all applications must meet the DHCD Green-Building and Energy Efficiency Credit List for Residential Rehab Construction Projects found at <https://www.dhcd.virginia.gov/sites/default/files/Docx/asnh/housing-trust-fund-loan-pool/dhcd-green-building-checklist-rehab.pdf>.
The Credit List is based on the requirements of the 2009 International Energy or Related Codes.

XI. REHABILITATION CONSTRUCTION STANDARDS AND MAJOR SYSTEMS

- A. Major systems as identified in these standards are: structural support; roofing; cladding and

weatherproofing (e.g., windows, doors, siding, gutters); plumbing; electrical; and heating, ventilation, and air conditioning.

SITE CONDITIONS MUST MEET THE FOLLOWING CRITERIA:

- 1) Identify areas that require grading to drain water away from buildings and areas where adjoining grades are higher than finished floor of buildings:
 - a. Provide a minimum distance of 6 inches between bottom of siding and finished grade or mulch beds.
 - b. Provide a minimum of 5% slope away from foundation walls, up to a minimum distance of 10 feet.
 - c. Provide alternate solutions acceptable to DHCD when required grades, slopes, or other site conditions make the above requirements infeasible.
- 2) Provide seamless gutters and downspouts for all buildings. When discharging on grades steeper than 20%, or less than 1%, water from gutters and downspouts is to be piped underground to a storm sewer system, or to daylight at grades that will avoid soil erosion. Avoid water drainage over sidewalks.
- 3) Extend concrete dumpster pads at least 12 feet into the asphalt so that the load bearing wheels of trucks rest on concrete while emptying the dumpsters.
 - a. Thickness of concrete is to be a minimum of 6 inches with reinforcement.
 - b. Dumpsters and/or compactors are to meet accessibility requirements, if accessible units are provided.
 - c. Install a privacy screen on at least three sides of all dumpster and/or compactor pads.
- 4) Concrete that is cracked, crumbling, spalling, heaving or settling, or may be a safety issue is to be repaired or replaced. Provide a solution acceptable to DHCD if any of these conditions exist.
- 5) When installing new sidewalks, minimum width of sidewalks is to be 3 feet. Sidewalks that are located perpendicular to parking spaces are to be a minimum of 5 feet wide or 3 feet wide with 2 feet of space between the sidewalks and curbs.
- 6) Asphalt that has cracking, alligatoring, or a deteriorating sub-base is to be repaired or replaced. Provide a solution acceptable to DHCD if any of these conditions exist.
- 7) Video all sewer lines connecting buildings with the public sewer if lines are constructed of cast iron, galvanized piping, terra cotta or clay. Repair or replace all corroded, damaged, or settled underground sewer lines. Provide report of video findings to DHCD and include repair/replacement costs.
- 8) Remove all dead bushes, trees, tree-stumps, and their above-ground roots. Remove all portions of tree branches that overhang roofs and all branches that come within 10 feet of roofs.
- 9) Finish grade, seed, and landscape all barren and disturbed areas. Grade to avoid standing water. Provide a smoothly graded transition from disturbed to undisturbed areas. All seeded areas which are barren and/or have dead grass are to be tilled, fertilized, and seeded to have established grass. Provide ground cover materials or sod for slopes steeper than 20%. Provide foundation plantings in the front all buildings. Clean site and dispose of all construction debris.

ARCHITECTURAL

- 1) Install waterproofing up to finished grades for all perimeter walls of finished and unfinished spaces which are below grade and where evidence of water, moisture, or mildew is present. Waterproofing may be installed on the exterior or interior sides of the wall. The waterproofing system is to have a minimum 10-year manufacturer's warranty.

- 2) All debris and wood are to be cleaned from crawl spaces.
 - a. Install sump pump or drain tile discharging to daylight for any area accumulating water.
 - b. Install a minimum 6 mil vapor barrier, with a 12-inch overlap and taped seams, on floor of crawl spaces and provide adequate crawl space ventilation.
- 3) Remove all abandoned and non-operable equipment, devices and accessories. DHCD may approve abandoned material that is secured, sealed and concealed.
- 4) Structural deficiencies are to be identified and corrected. If requested by DHCD, corrective measures to be designed, inspected, and certified by a structural engineer.
- 5) Install minimum of R-19 insulation in unconditioned crawl spaces and unheated basements and R-38 insulation in attics.
- 6) When replacing drywall at an exterior wall or replacing exterior sheathing, provide wall insulation at affected areas per the latest adopted edition of the International Energy Conservation Code.
- 7) Roof inspection reports are required for all roofs more than 5 years old. Report to include age and remaining life of roofs and areas that need repairs. Replace all roofs with a remaining life of less than 5 years. Repair or replace all roofs with damage or leaks. When replacing roofs:
 - a. Repair or replace all damaged sheathing, rafters, and/or trusses.
 - b. Replace all 3/8 inch sheathing with a minimum of 15/32-inch plywood or 15/32 inch OSB. Install sheathing with clips. ZIP System roof sheathing or similar products are not accepted.
 - c. Replace all existing attic vents and pipe collars. Replace rusted or damaged flashing. Replace all existing sealant.
 - d. Roof shingles are to be a minimum 25 years, anti-fungal product, and are to be nailed (not stapled). Do not install new shingles over existing shingles. Replace existing ridge vents.
 - e. Install drip edge on all sides of the roof.
 - f. Install ice barrier extending from eave's edge to a point 24 inches inside the exterior wall of buildings.
 - g. Provide roof ventilation per the latest USBC for new construction.
- 8) When replacing flat roofs, remove and dispose of existing roofing, wet insulation, damaged vents and other items not in good condition. Provide a minimum R-25 continuous insulation above the roof deck or provide a minimum R-38 insulation in the attic space. New roofing is to have a minimum 20-year manufacturer's warranty.
- 9) Stairs to apartment buildings, where stair halls are not enclosed and have weather damage to existing stairs, are to be protected by design features. Install awnings, a roof overhang at the second floor level, or a roof at the stair hall entrance. Provide a minimum overhang of 5 feet from first tread. All similar buildings in a development are to have similar design features. Historic buildings may be exempt.
- 10) Exterior wood such as trim, fascia, rake boards, and columns is to be clad with vinyl, vinyl coated aluminum, or similar materials. Use materials designed for cladding with a minimum thickness of 0.019 inch or thicker and provide a stiffening crimp when trim and fascia boards are more than 8 inches wide. Replace all damaged wood prior to cladding. DHCD recommends the use of composite/manufactured materials instead of wood for exterior use. Exceptions may be considered for historic buildings.
- 11) Use vinyl, aluminum, or steel for railings, handrails, guard rails, posts and pickets instead of wood. Provide a minimum 10-year warranty for paint/finishes on steel products. Steel is to be primed and painted prior to placement in concrete.
- 12) When replacing siding new siding is to have solid backing of plywood, OSB, gypsum, structural insulated

sheathing, or similar material. Siding is to be installed over an appropriate drainage plane, such as Tyvek® or equal.

EXCEPTION: ZIP System wall type sheathing or similar materials may be used, provided the following conditions are met:

- Store products to meet manufacturer's requirements.
 - Installation:
 - Architect to provide approved flashing details prior to installation of windows and doors.
 - Tape all joints with manufacturer approved products so that all joints are water tight. Install tape using ZIP System tape gun or roller.
 - All penetrations, including fasteners, which break the surface of the integral drainage plane, must be sealed with a manufacturer's approved product
 - When weather conditions warrant, follow manufacturer's requirements for inclement weather installation and storage.
 - Manufacturer's representative to review and approve the final installation to confirm all manufacturers' requirements are met prior to the installation of the exterior cladding. Documented acceptance of ZIP System installation is required.
 - Do not install new siding over materials such as vinyl siding, Thermo-ply®, or other flexible materials.
 - Material such as T1-11, wood siding, or hardboard lap-siding may be used as backing for new siding, provided it is in good condition.
 - Repair, replace, and re-nail all sections of damaged siding or sheathing to provide a uniform and flat surface.
 - Nail siding to studs with nails long enough to penetrate a minimum ¾ of an inch inside studs.
 - Install mounting blocks for all penetrations in siding such as electrical, plumbing, HVAC, and ductwork etc.
- 13) Repair masonry walls having cracks and/or settlement. Replace damaged brick and point-up deteriorated mortar to match existing. Replace rowlocks for window sills that do not have a slope to drain water away from building. Prime and paint all metal lintels which are corroded, or not already painted. Remove abandoned items from brick and power wash/clean exterior of buildings.
- 14) Replace single glazed windows with insulated glass in all single and multifamily dwelling units.
- a. When window replacement is not permitted in historic buildings, repair or replace existing windows and install triple track operable storm sashes, with screens, over existing single glazed windows.
 - b. When conditions make storm sashes not feasible, provide an alternative solution acceptable to DHCD.
- 15) When replacing windows and/or sliding glass doors,
- a. Provide a minimum ½ inch thick insulated glass.
 - b. Provide a minimum 10-year material warranty.
 - c. Insulating glass is to have a minimum 10-year warranty for breakage of seal.
 - d. Provide thermal break for aluminum frames.
 - e. Provide new construction windows when replacing siding.
 - f. Install and flash per manufacturer's specifications. Provide sample installation.
- 16) All windows are to have blinds, shutters, or other similar products, and sliding glass doors are to have vertical blinds. Replace all blinds that are damaged and/or do not match in color.

- 17) Repair or replace all damaged or dented exterior doors.
 - a. When replacing exterior apartment doors, except sliding glass doors, replacement doors are to be insulated fiberglass or insulated metal.
 - b. Solid core wood doors may be used where entrances are located in interior conditioned corridors.
 - c. Use fiberglass or metal doors for outside storage and mechanical closets.
 - d. Use fire rated doors for fire rated walls.
 - e. Repair/replace damaged jambs, locks, and hardware.
- 18) All entry doors to apartment units, except entry doors located in conditioned corridors, are to have weather stripping and threshold to provide a tight seal around the door and to minimize heat loss/gain due to air infiltration.
- 19) Replace all damaged Gypcrete, or similar material, floor sheathing and floor joists.
- 20) Install an area approximately 3 feet by 4 feet using materials such as VCT, sheet vinyl, hardwood flooring, or tile at the interior of all entrance doors, except for doors entered through carpeted interior hallways.
- 21) Repair or replace all damaged or mismatched flooring. On a room by room basis, all flooring must match in color and design.
- 22) Flooring such as sheet vinyl, VCT or ceramic is to be installed over minimum ¼ inch underlayment grade plywood, cementitious board, or similar underlayment material. Flooring may be installed over concrete provided concrete is finished smooth and uniform. When installed over Gypcrete, or a similar material, apply manufacturer approved sealer.
- 23) Carpets are to have a minimum number of seams. Seams are not to be located in heavy traffic areas. T-seams, except in closets, are not acceptable. Remove shoe molding/quarter-round molding before installing carpet.
- 24) Provide a pass-through opening with counter space when kitchen and dining/living areas are separated by a wall.
- 25) Interior finishes: doors, moldings, paint, and drywall.
 - a. Repairs, replacements, painting, and drywall finishes inside a specific unit are to match that unit's intended finish.
 - b. Replace all interior bi-fold, pocket, or sliding doors with side hinged doors.
 - c. Repair or replace all damaged doors and trim.
 - d. All doors, door trim, and door hardware in a unit are to match in design and finish.
 - e. Install or undercut doors a minimum of 3/4 inch clear to prevent dragging and to provide ventilation.
 - f. Paint bottoms, tops, and all other sides of new doors.
 - g. All base and base moldings in a unit are to be wood and are to match in design and finish.
- 26) Check the condition of all drywall and repair or refinish to include the following:
 - a. All repairs and refinishing of defects (including previous repairs) are to be flat and smooth.
 - b. Type and thickness of drywall to match existing.
 - c. Patch holes, repair damages, and refinish uneven, cracked, and peeling taped joints.
 - d. Re-screw drywall that has nail pops or settlement.
 - e. Replace all drywall that has mold, mildew, or signs of moisture.
 - f. Paint and retexture drywall to match existing finish and color.
 - g. Repair damaged or compromised draft stopping and/or fire stopping.

- 27) Wall mounted bathroom accessories are to be screwed to solid wood or installed with toggle bolts.
- 28) Replacement or repairs of tub and shower surrounds built of ceramic tile, marble, or similar materials are to be installed over minimum ½ inch cementitious board.
- 29) When replacing kitchen cabinets and/or bathroom vanities all new cabinets are to comply with the minimum cabinet requirements identified below:
 - a. Cabinets and/or vanities that are not being replaced are to be approved by DHCD.
 - b. All cabinets are to be factory/manufacturer assembled.
 - c. Kitchen cabinets and bathroom vanities are to abut the side walls or provide a minimum spacing of 12 inches between wall and cabinets. Wall cabinets are to abut the ceiling/soffits or provide minimum of 12 inches between cabinet and ceiling/soffits.
 - d. Remove and replace all drywall that has mold. Repair or replace all damaged drywall.
 - e. Holes in cabinet backs for plumbing are to be drilled, sealed, and completely covered by escutcheon plates.
 - f. Kitchen wall cabinets are to be screwed to studs or blocking with a minimum of four screws; two in each upper and lower nailing strip for each wall cabinet.
 - g. Plastic laminate counter tops are to be post formed or have backsplashes that are factory attached to the counter top and sealed.
 - h. Install a cleanable surface, such as plastic laminate, metal, or ceramic tile to the side wall next to the cooking range when it is located directly adjacent to a wall.

APPLIANCES

- a. Replace all damaged and or dented appliances and all appliances which are more than 8 years old. All kitchen appliances in an apartment unit are to match in color.
- b. Provide 30-inch-wide range in all units except studio/efficiency and one bedroom elderly apartments, which may have a minimum 20-inch-wide range. Provide range hoods or combination range hood-microwaves over the cooking ranges. Provide maximum 24-inch-wide range hood for all 20-inch-wide ranges.
- c. Dishwashers are required in all units. Provide 24-inch-wide dishwashers except for studio/efficiency apartments, which may have 18-inch-wide dishwashers.
- d. All refrigerators are to be frost free. The refrigerators are to have separate doors for freezer and refrigerator compartments. Minimum sizes of refrigerators are to be 12 cubic feet for studio/efficiency apartments, 14 cubic feet for 1 and 2 bedroom apartments, and 16 cubic feet for 4 bedroom apartments.
- e. Laundry equipment shall be installed in a closet with doors.

MECHANICAL

- A. All units are to have a Heating, Ventilation, and Air Conditioning (HVAC) system. Sizes of HVAC equipment, ducts and diffusers are to be designed per heat gain/loss calculations. All apartments are to have ducted HVAC systems with the exception as noted in #3 below.
- B. When installing a new HVAC system including, but not limited to traditional split systems, ducted mini-split or self-contained "packaged systems" (similar to Magic-Pak and First Co):
 - a. Replace both air-handlers and condensers at the same time.
 - b. R-410A refrigerant is required in all new HVAC equipment.
 - c. Verify if refrigerant lines are appropriate for new HVAC unit size and type. Lines not being replaced are to comply with all of the requirements of the manufacturer for using existing lines. Submit a letter from the manufacturer that states the use of existing lines will not reduce performance and/or warranty of the heat pumps or other air conditioning systems.
 - d. Condensate and refrigerant lines not located in the mechanical closet are to be concealed within

- the wall, ceiling, or floor systems.
 - e. Fire-caulk all penetrations in fire partitions and ceilings.
 - f. Seal air duct penetrations in unheated spaces.
 - g. When adding and/or replacing ductwork, air supply diffusers are to be located near windows in living rooms, dens, and bedrooms.
Exception: The mechanical engineer may locate diffusers at alternate locations with DHCD's prior approval based on supporting calculations.
 - h. Provide standard size air filters.
 - i. Include the replacement of all diffusers and thermostats.
 - j. Air supply diffusers are to be located in living rooms, dens, bedrooms, kitchens, and full baths.
 - k. Replace condenser pads that are damaged. Pads are to be concrete, solid vinyl, or similar materials. Install walk pads that provide access to all roof condenser units. Level all condenser units.
 - l. If equipment is installed on a roof, provide interior roof access from a common area.
 - m. All installations are to comply with the latest applicable issue of the International Mechanical Code.
- C. Ductless Heat Pumps (mini-splits) may be used in housing for the elderly and apartments with less than 600 net square feet.
- a. All mini-splits are to discharge condensate to grade through a pipe concealed within the exterior wall system.
 - b. Provide separate mini-split wall mounted unit for each bedroom, den or living room.
 - c. Provide separate wired wall mounted thermostat for each mini-split wall mounted unit.
 - d. Provide a heater with a thermostat or timer controlled heat lamp for all full baths.
- D. Clean existing HVAC ducts and plenums. Verify duct sizes and air flows (cubic feet per minute at supply diffusers) are appropriate for HVAC system. Replace all supply and return vent covers and diffusers. Seal all duct penetrations in unheated spaces. All existing ductwork located in crawl spaces, attics, or any unconditioned space, is to be properly insulated. Clean, service, and repair all HVAC units not being replaced.
- E. All bathroom fans are to be in good working condition, cleaned, and ducted out to the exterior. Install fans in all bathrooms, including those with windows.
- F. Electric baseboard heating and electric forced air heating shall not be used as the primary heating method.

PLUMBING

- A. Replace all interior, exterior, and underground PB (Polybutylene) pipes such as "Quest" and "Big Blue" with current code accepted materials.
- B. Replace all galvanized water lines with CPVC, copper, plastic or other approved materials. The water supply is to have adequate pressure.
- C. Replace galvanized waste lines and traps with PVC.
- D. Use of PVC foam core pipe is not accepted.
- E. All floor drains and indirect waste receptors to receive trap primer or code approved drain trap seal device.

- F. When replacing water heaters, installations are to comply with latest adopted edition of the International Plumbing Code for New Construction. Refer to Code for pan and drain specifications.
- G. Clothes washing machines or hook-ups for clothes washing machines are to have an IntelliFlow A2C-WB automatic washing machine water shutoff valve with leak sensor, or approved equal, or have a pan with a drain connected to the sewer system per applicable plumbing code.
- H. When installing new wall-hung sinks, provide concealed arm type carrier.
- I. All new tubs/showers and shower diverters are to have internal shut-off-valves or external shut-off-valves with access panels.
- J. Bathtubs, showers, and surrounds which will not be replaced, are to be refinished or repaired. Remove mold and stains, clean, and re-caulk all tubs, showers, and surrounds. The bottoms of all new bathtubs and showers are to have slip resistant/textured finish.

ELECTRICAL

- A. Size electric panels and service per load calculations.
- B. Electrical panels with fuses are to be replaced with circuit breakers.
- C. Use appropriate connectors for connecting aluminum wiring to electrical outlet and switches.
- D. All switches, outlets and cover plates that are painted, damaged or worn, are to be replaced and are to match in color and design.
- E. Provide ground fault outlets near vanities in all bathrooms.
- F. All wiring for the interior and exterior of the building is to be concealed within the walls, ceiling, or floor systems. This includes electrical, cable TV, internet, and telephone. Exposed electrical service to the building is to be in conduit and run vertically to the meter without horizontal runs.
- G. When replacing kitchen cabinets and counter tops, electrical outlets for countertop, ranges, refrigerators, dishwashers, and other appliances are to comply with the latest applicable requirements of the National Electric Code for New Construction.
- H. Provide fluorescent light fixtures or LED light fixtures in all public common areas such as offices, multipurpose rooms, laundry rooms, hallways, and stairs.
- I. Kitchens are to have a minimum of one light fixture 4 feet long with two 32 watt fluorescent bulbs, or lighting fixture(s) that provide a minimum illumination of 30 foot candles distributed across all countertops.
- J. Provide a minimum of one electric smoke detector with battery backup for garden units and a minimum of one electric smoke detector with battery backup for each floor for townhouses.
- K. Exterior fixtures are to be LED, fluorescent, metal halide, high or low pressure sodium, or mercury vapor. Tenant controlled exterior lighting is exempt. Provide exterior lighting to illuminate all parking areas, dumpster pads, building entrances and mailboxes with a minimum of one foot candle of illumination. Provide illumination so that building numbers and apartment numbers are legible at night.

Attachment - I

Virginia Housing Trust Fund (HTF)
Uniform Physical Condition Standards (UPCS) for Multifamily Housing Rehabilitation –
Requirements for Site

NOTE: Deficiencies highlighted below with an asterisk (*) are considered life-threatening under these Standards and must be addressed immediately, if the housing is occupied.

Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed
Fencing and Gates	Damaged/Falling/Leaning	Fence or gate is missing or damaged to the point it does not function as it should
	Holes	Hole in fence or gate is larger than 6 inches by 6 inches
	Missing Sections	An exterior fence, security fence or gate is missing a section which could threaten safety or security
Grounds	Erosion/Rutting Areas	Runoff has extensively displaced soils which has caused visible damage or potential failure to adjoining structures or threatens the safety of pedestrians or makes the grounds unusable
	Overgrown/Penetrating Vegetation	Vegetation has visibly damaged a component, area or system of the property or has made them unusable or unpassable
	Ponding/Site Drainage	There is an accumulation of more than 5 inches deep and/or a large section of the grounds more than 20% is unusable for its intended purpose due to poor drainage or ponding
Health & Safety	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	*Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled
	*Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	*Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Outdoors	Too much garbage has gathered more than the planned storage capacity, or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk
Mailboxes/Project Signs	Infestation - Insects	Evidence of infestation of insects including roaches and ants throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermmin	Evidence of rats or mice-sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
	Mailbox Missing/Damaged	Mailbox cannot be locked or is missing
Parking Lots/Driveways/Roads	Signs Damaged	The project sign is not legible or readable because of deterioration or damage
	Cracks	Cracks that are large enough to affect traffic ability over more than 5% of the property's parking lots/driveways/roads or pose a safety hazard
	Ponding	3 inches or more of water has accumulated making 5% or more of a parking lot/driveway unusable or unsafe
	Potholes/Loose Material	Potholes or loose material that have made a parking lot/driveway unusable/unpassable for vehicles and/or pedestrians or could cause tripping or falling
	Settlement/Heaving	Settlement/heaving has made a parking lot/driveway unusable/unpassable or creates unsafe conditions for pedestrians and vehicles
Play Areas and Equipment	Damaged/Broken Equipment	More than 20% of the equipment is broken or does not operate as it should or any item that poses a safety risk
	Deteriorated Play Area Surface	More than 20% of the play surface area shows deterioration or the play surface area could cause tripping or falling and thus poses a safety risk
Refuse Disposal	Broken/Damaged Enclosure-Inadequate Outside Storage Space	A single wall or gate of the enclosure has collapsed or is leaning and in danger of falling or trash cannot be stored in the designated area because it is too small to store refuse until disposal
Retaining Walls	Damaged/Falling/Leaning	A retaining wall is damaged and does not function as it should or is a safety risk
Storm Drainage	Damaged/Obstructed	The system is partially or fully blocked by a large quantity of debris, causing backup into adjacent areas or runoffs into areas where runoff is not intended
Walkways/Steps	Broken/Missing Hand Railing	The hand rail is missing, damaged, wobbly or otherwise unusable
	Cracks/Settlement/Heaving	Cracks, hinging/tipping or missing sections that affect traffic ability over more than 5% of the property's walkways/steps or any defect that creates a tripping or falling hazard
	Spalling/Exposed rebar	More than 5% of walkways have large areas of spalling—larger than 4 inches by 4 inches—that affects traffic ability

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**Uniform Physical Condition Standards for Multifamily Housing Rehabilitation –
Requirements for Building Exterior**

Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed
Doors	Damaged Frames/Threshold/Lintels/Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim
	Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked because of damage to the door's hardware
	Damaged Surface (Holes/Paint/Rusting/Glass)	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass
	Damaged/Missing Screen/Storm/Security Door	Any screen door or storm door that is damaged or is missing screens or glass—shown by an empty frame or frames or any security door that is not functioning or is missing
	Deteriorated/Missing Caulking/Seals	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should
	Missing Door	Any exterior door that is missing
Fire Escapes	*Blocked Egress/Ladders	Stored items or other barriers restrict or block people from exiting
	Visibly Missing Components	Any of the functional components that affect the function of the fire escape—one section of a ladder or railing, for example—are missing
Foundations	Cracks/Gaps	Large cracks in foundation more than 3/8 inches wide by 3/8 inches deep by 6 inches long that present a possible sign of a serious structural problem, or opportunity for water penetration or sections of wall or floor that are broken apart
	Spalling/Exposed Rebar	Significant spalled areas affecting more than 10% of any foundation wall or any exposed reinforcing material—rebar or other
Health and Safety	*Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	*Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	*Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit
	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	Flammable/Combustible Materials Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Outdoors	Too much garbage has gathered—more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects—including roaches and ants—throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
Lighting	Broken Fixtures/Bulbs	10% or more of the lighting fixtures and bulbs surveyed are broken or missing
	Damaged Soffits/Fascia	Soffits or fascia that should be there are missing or so damaged that water penetration is visibly possible
Roofs	Damaged Vents	Vents are missing or so visibly damaged that further roof damage is possible
	Damaged/Clogged Drains	The drain is damaged or partially clogged with debris or the drain no longer functions
	Damaged/Torn Membrane/Missing Ballast	Ballast has shifted and no longer functions as it should or there is damage to the roof membrane that may result in water penetration
	Missing/Damaged Components from Downspout/Gutter	Drainage system components are missing or damaged causing visible damage to the roof, structure, exterior wall surface, or interior
	Missing/Damaged Shingles	Roofing shingles are missing or damaged enough to create a risk of water penetration
	Ponding	Evidence of standing water on roof, causing potential or visible damage to roof surface or underlying materials

Walls	Cracks/Gaps	Any large crack or gap that is more than 3/8 inches wide or deep and 6 inches long that presents a possible sign of serious structural problem or opportunity for water penetration
	Damaged Chimneys	Part or all of the chimney has visibly separated from the adjacent wall or there are cracked or missing pieces large enough to present a sign of chimney failure or there is a risk of falling pieces that could create a safety hazard
	Missing/Damaged Caulking/Mortar	Any exterior wall caulking or mortar deterioration that presents a risk of water penetration or risk of structural damage
	Missing Pieces/Holes/Spalling	Any exterior wall deterioration or holes of any size that present a risk of water penetration or risk of structural damage
	Stained/Peeling/Needs Paint	More than 20% of the exterior paint is peeling or paint is missing and siding surface is exposed thereby exposing siding to water penetration and deterioration
Windows	Broken/Missing/Cracked Panes	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane
	Damaged Sills/Frames/Untels/Trim	Sills, frames, lintels, or trim are missing or damaged, exposing the inside of the surrounding walls and compromising its weather tightness
	Damaged/Missing Screens	Missing screens or screens with holes greater than 1 inch by 1 inch or tears greater than 2 inches in length
	Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals—with evidence of leaks or damage to the window or surrounding structure
	Peeling/Needs Paint	More than 20% of the exterior window paint is peeling or paint is missing and window frame surface is exposed thereby exposing window frame to water penetration and deterioration
	*Security Bars Prevent Egress	The ability to exit through egress window is limited by security bars that do not function properly and, therefore, pose safety risks

**Uniform Physical Condition Standards for Multifamily Housing Rehabilitation –
Requirements for Building Systems**

Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed
Domestic Water	Leaking Central Water Supply	Leaking water from water supply line is observed
	Missing Pressure Relief Valve	There is no pressure relief valve or pressure relief valve does not drain down to the floor
	Rust/Corrosion on Heater Chimney	The water heater chimney shows evidence of flaking, discoloration, pitting, or crevices that may create holes that could allow toxic gases to leak from the chimney
	Water Supply Inoperable	There is no running water in any area of the building where there should be
Electrical System	Blocked Access/Improper Storage	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency
	Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident
	Evidence of Leaks/Corrosion	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures, or any evidence of water leaks in the enclosure or hardware
	Frayed Wiring	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire
	Missing Breakers/Fuses	Any open and/or exposed breaker port
	*Missing Outlet Covers	A cover is missing, which results in exposed visible electrical connections
Elevators	Not Operable	The elevator does not function at all or the elevator doors open when the cab is not there
Emergency Power	Auxiliary Lighting Inoperable (if applicable)	Auxiliary lighting does not function
Fire Protection	Missing Sprinkler Head	Any sprinkler head is missing, visibly disabled, painted over, blocked, or capped
	*Missing/Damaged/Expired Extinguishers	There is missing, damaged or expired fire extinguisher in any area of the building where a fire extinguisher is required
Health & Safety	Air Quality - Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk
	*Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled
	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	*Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	*Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	Elevator - Tripping	An elevator is misaligned with the floor by more than 3/4 of an inch. The elevator does not level as it should, which causes a tripping hazard

	*Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit
	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Indoors	Too much garbage has gathered more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping Hazards	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects including roaches and ants throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermis	Evidence of rats or mice sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
HVAC	Boiler/Pump Leaks	Evidence of water or steam leaking in piping or pump packing
	Fuel Supply Leaks	Evidence of any amount of fuel leaking from the supply tank or piping
	General Rust/Corrosion	Significant formations of metal oxides, significant flaking, discoloration, or the development of a noticeable pit or crevice
	*Misaligned Chimney/Ventilation System	A misalignment of an exhaust system on a combustion fuel-fired unit (oil, natural gas, propane, wood pellets etc.) that causes improper or dangerous venting of gases
Roof Exhaust System	Roof Exhaust Fan(s) Inoperable	The roof exhaust fan unit does not function
Sanitary System	Broken/Leaking/Clogged Pipes or Drains	Evidence of active leaks in or around the system components or evidence of standing water, puddles or ponding—a sign of leaks or clogged drains
	Missing Drain/Cleanout/Manhole Covers	A protective cover is missing

**Uniform Physical Condition Standards for Multifamily Housing Rehabilitation –
Requirements for Common Areas**

Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed
Basement/Garage/Carpport	Baluster/Side Railings - Damaged	Any damaged or missing balusters or side rails that limit the safe use of an area
Closet/Utility/Mechanical	Cabinets - Missing/Damaged	10% or more of cabinet, doors, or shelves are missing or the laminate is separating
Community Room	Call for Aid - Inoperable	The system does not function as it should
Halls/Corridors/Stairs	Ceiling - Holes/Missing Tiles/Panels/Cracks	Any holes in ceiling, missing tiles or large cracks wider than 1/4 of an inch and greater than 11 inches long
Kitchen	Ceiling - Peeling/Needs Paint	More than 10% of ceiling has peeling paint or is missing paint
Laundry Room	Ceiling - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew—such as a darkened area—over a ceiling area greater than 1 foot square
Lobby	Countertops - Missing/Damaged	10% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate—not a sanitary surface to prepare food
Office	Dishwasher/Garbage Disposal - Inoperable	The dishwasher or garbage disposal does not operate as it should
Other Community Spaces	Doors - Damaged Frames/Threshold/Lintels/Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim
Patio/Porch/Balcony	Doors - Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked because of damage to the door's hardware
Restrooms	Doors - Damaged Surface (Holes/Paint/Rust/Glass)	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass
Storage	Doors - Damaged/Missing Screen/Storm/Security Door	Any screen door or storm door that is damaged or is missing screens or glass—shown by an empty frame or frames or any security door that is not functioning or is missing
	Doors - Deteriorated/Missing Seals (Entry Only)	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should
	Doors - Missing Door	Any door that is missing that is required for the functional use of the space
	Dryer Vent - Missing/Damaged/Inoperable	The dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside

Electrical - Blocked Access to Electrical Panel	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency
Electrical - Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident
Electrical - Evidence of Leaks/Corrosion	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures or any evidence of water leaks in the enclosure or hardware
Electrical - Frayed Wiring	Any scratches, abrasion, or fraying of the insulation that exposes any conducting wire
Electrical - Missing Breakers	Any open and/or exposed breaker port
*Electrical - Missing Covers	A cover is missing, which results in exposed visible electrical connections
Floors - Bulging/Buckling	Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types
Floors - Floor Covering Damaged	More than 10% of floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams.
Floors - Missing Floor/Tiles	More than 5% of the flooring or tile flooring is missing
Floors - Peeling/Needs Paint	Any painted flooring that has peeling or missing paint on more than 10% of the surface
Floors - Rot/Deteriorated Subfloor	Any rotted or deteriorated subflooring greater than 6 inches by 6 inches
Floors - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a darkened area--covering a flooring area greater than 1 foot square
GFI - Inoperable	The GFI does not function
Graffiti	Any graffiti on any exposed surface greater than 6 inches by 6 inches
HVAC - Convection/Radiant Heat System Covers Missing/Damaged	Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans
HVAC - General Rust/Corrosion	Significant formations of metal oxides, flaking, or discoloration--or a pit or crevice
HVAC - Inoperable	HVAC does not function. It does not provide the heating and cooling it should. The system does not respond when the controls are engaged
*HVAC - Misaligned Chimney/Ventilation System	Any misalignment that may cause improper or dangerous venting of gases
HVAC - Noisy/Vibrating/Leaking	HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged
Lavatory Sink - Damaged/Missing	Sink has extensive discoloration or cracks in over 50% of the basin or the sink or associated hardware have failed or are missing and the sink can't be used
Lighting - Missing/Damaged/Inoperable Fixture	More than 10% of the permanent lighting fixtures are missing or damaged so they do not function
Mailbox - Missing/Damaged	The U.S Postal Service mailbox cannot be locked or is missing
*Outlets/Switches/Cover Plates - Missing/Broken	Outlet or switch is missing or a cover plate is missing or broken, resulting in exposed wiring
Pedestrian/Wheelchair Ramp	A walkway or ramp is damaged and cannot be used by people on foot, in wheelchair, or using walkers
Plumbing - Clogged Drains	Drain is substantially or completely clogged or has suffered extensive deterioration
Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area
Range Hood /Exhaust Fans - Excessive Grease/Inoperable	A substantial accumulation of dirt or grease that threatens the free passage of air
Range/Stove - Missing/Damaged/Inoperable	One or more burners are not functioning or doors or drawers are impeded or on gas ranges pilot is out and/or flames are not distributed equally or oven not functioning
Refrigerator - Damaged/Inoperable	The refrigerator has an extensive accumulation of ice or the seals around the doors are deteriorated or is damaged in any way which substantially impacts its performance
Restroom Cabinet - Damaged/Missing	Damaged or missing shelves, vanity top, drawers, or doors that are not functioning as they should for storage or their intended purpose
Shower/Tub - Damaged/Missing	Any cracks in tub or shower through which water can pass or extensive discoloration over more than 20% of tub or shower surface or tub or shower is missing
Sink - Missing/Damaged	Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing

	*Smoke Detector - Missing/Inoperable	Smoke detector is missing or does not function as it should
	Stairs - Broken/Damaged/Missing Steps	A step is missing or broken
	Stairs - Broken/Missing Hand Railing	The hand rail is missing, damaged, wobbly or otherwise unusable
	Ventilation/Exhaust System - Inoperable	exhaust fan is not functioning or window designed for ventilation does not open
	Walls - Bulging/Buckling	Bulging, buckling or sagging walls or a lack of horizontal alignment
	Walls - Damaged	Any hole in wall greater than 2 inches by 2 inches
	Walls - Damaged/Deteriorated Trim	10% or more of the wall trim is damaged
	Walls - Peeling/Needs Paint	10% or more of interior wall paint is peeling or missing
	Walls - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a common area--covering a wall area greater than 1 foot square
	Water Closet/Toilet - Damaged/Clogged/Missing	Fixture elements--seat, flush handle, cover etc.--are missing or damaged or the toilet seat is cracked or has a broken hinge or toilet cannot be flushed
	Windows - Cracked/Broken/Missing Panes	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane
	Windows - Damaged Window Sill	The sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness
	Windows - Inoperable/Not Lockable	Any window that is not functioning or cannot be secured because lock is broken
	Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure
	Windows - Peeling/Needs Paint	More than 10% of interior window paint is peeling or missing
	*Windows - Security Bars Prevent Egress	The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks
Health & Safety	Air Quality - Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk
	*Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled
	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	*Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	*Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	*Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit
	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	Flammable/Combustible Materials Improperly Stored	Flammable or combustible materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Indoors	Too much garbage has gathered--more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Garbage and Debris - Outdoors	Too much garbage has gathered--more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects--including roaches and ants--throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermis	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
Pools and Related Structures	Fencing - Damaged/Not Intact	Any damage that could compromise the integrity of the fence

Trash Collection Areas	Chutes - Damaged/Missing Components	Garbage has backed up into chutes, because the collection structure is missing or broken or compactors or components—chute, chute door, and other components—have failed
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**Uniform Physical Condition Standards for Multifamily Housing Rehabilitation –
Requirements for Unit**

Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed
Bathroom	Bathroom Cabinets - Damaged/Missing	Damaged or missing shelves, vanity tops, drawers, or doors that are not functioning as they should for storage or their intended purpose
	Lavatory Sink - Damaged/Missing	Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing
	Plumbing - Clogged Drains, Faucets	Drain or faucet is substantially or completely clogged or has suffered extensive deterioration
	Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area
	Shower/Tub - Damaged/Missing	Any cracks in tub or shower through which water can pass or extensive discoloration over more than 20% of tub or shower surface or tub or shower is missing
	Ventilation/Exhaust System – Absent/Inoperable	exhaust fan is not functioning or window designed for ventilation does not open
	Water Closet/Toilet - Damaged/Clogged/Missing	Fixture elements—seat, flush handle, cover etc.—are missing or damaged or the toilet seat is cracked or has a broken hinge or toilet cannot be flushed
Call-for-Aid (if applicable)	Inoperable	The system does not function as it should
Ceiling	Bulging/Buckling/Leaking	Bulging, buckling or sagging ceiling or problem with alignment
	Holes/Missing Tiles/Panels/Cracks	Any holes in ceiling, missing tiles or large cracks wider than 1/4 of an inch and greater than 6 inches long
	Peeling/Needs Paint	More than 10% of ceiling has peeling paint or is missing paint
	Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew—such as a darkened area—over a ceiling area greater than 1 foot square
Doors	Damaged Frames/Threshold/Lintels/Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim
	Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked because of damage to the door's hardware
	Damaged/Missing Screen/Storm/Security Door	Any screen door or storm door that is damaged or is missing screens or glass—shown by an empty frame or frames or any security door that is not functioning or is missing
	Damaged Surface - Holes/Paint/Rusting/Glass/Rotting	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass
	Deteriorated/Missing Seals (Entry Only)	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should
	Missing Door	Any door that is required for security (entry) or privacy (Bathroom) that is missing or any other unit door that is missing and is required for proper unit functionality
Electrical System	Blocked Access to Electrical Panel	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency
	Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident
	Evidence of Leaks/Corrosion	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures or any evidence of water leaks in the enclosure or hardware
	Frayed Wiring	Any scratches, abrasion, or fraying of the insulation that exposes any conducting wire
	GFI - Inoperable	The GFI does not function
	Missing Breakers/Fuses	Any open and/or exposed breaker port
	*Missing Covers	A cover is missing, which results in exposed visible electrical connections
Floors	Bulging/Buckling	Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types
	Floor Covering Damage	More than 10% of floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams.
	Missing Flooring Tiles	Any flooring or tile flooring that is missing
	Peeling/Needs Paint	Any painted flooring that has peeling or missing paint on more than 10% of the surface

	Rot/Deteriorated Subfloor	Any rotted or deteriorated subflooring greater than 6 inches by 6 inches
	Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew—such as a darkened area—covering a flooring area greater than 1 foot square
Health & Safety	Air Quality - Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk
	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	*Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled
	*Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	*Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	*Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit
	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Indoors	Too much garbage has gathered—more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Garbage and Debris - Outdoors	Too much garbage has gathered—more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects—including roaches and ants—throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermis	Evidence of rats or mice—sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
Hot Water Heater	*Misaligned Chimney/Ventilation System	Any misalignment that may cause improper or dangerous venting of gases
	Inoperable Unit/Components	Hot water from hot water taps is no warmer than room temperature indicating hot water heater is not functioning properly
	Leaking Valves/Tanks/Pipes	There is evidence of active water leaks from hot water heater or related components
	Pressure Relief Valve Missing	There is no pressure relief valve or pressure relief valve does not drain down to the floor
	Rust/Corrosion	Significant formations of metal oxides, flaking, or discoloration—or a pit or crevice
HVAC System	Convection/Radiant Heat System Covers Missing/Damaged	Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans
	Inoperable	HVAC does not function. It does not provide the heating and cooling it should. The system does not respond when the controls are engaged
	Misaligned Chimney/Ventilation System	Any misalignment that may cause improper or dangerous venting of gases
	Noisy/Vibrating/Leaking	The HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged
	Rust/Corrosion	Deterioration from rust or corrosion on the HVAC system in the dwelling unit
Kitchen	Cabinets - Missing/Damaged	10% or more of cabinet, doors, or shelves are missing or the laminate is separating
	Countertops - Missing/Damaged	10% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate -- not a sanitary surface to prepare food
	Dishwasher/Garbage Disposal - Inoperable	The dishwasher or garbage disposal does not operate as it should
	Plumbing - Clogged Drains	Drain is substantially or completely clogged or has suffered extensive deterioration
	Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area

	Range Hood/Exhaust Fans - Excessive Grease/Inoperable	A substantial accumulation of dirt or grease that threatens the free passage of air
	Range/Stove - Missing/Damaged/Inoperable	One or more burners are not functioning or doors or drawers are impeded or on gas ranges pilot is out and/or flames are not distributed equally or oven not functioning
	Refrigerator- Missing/Damaged/Inoperable	The refrigerator has an extensive accumulation of ice or the seals around the doors are deteriorated or is damaged in any way which substantially impacts its performance
	Sink - Damaged/Missing	Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing
Laundry Area (Room)	Dryer Vent - Missing/Damaged/Inoperable	The dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside
Lighting	Missing/Inoperable Fixture	A permanent light fixture is missing or not functioning, and no other switched light source is functioning in the room
Outlets/Switches	Missing	An outlet or switch is missing
	*Missing/Broken Cover Plates	An outlet or switch has a broken cover plate over a junction box or the cover plate is missing
Patio/Porch/Balcony	Baluster/Side Railings Damaged	Any damaged or missing balusters or side rails that limit the safe use of an area
Smoke Detector	*Missing/Inoperable	Smoke detector is missing or does not function as it should
Stairs	Broken/Damaged/Missing Steps	A step is missing or broken
	Broken/Missing Hand Railing	The hand rail is missing, damaged, wobbly or otherwise unusable
Walls	Bulging/Budding	Bulging, budding or sagging walls or a lack of horizontal alignment
	Damaged	Any hole in wall greater than 2 inches by 2 inches
	Damaged/Deteriorated Trim	10% or more of the wall trim is damaged
	Peeling/Needs Paint	10% or more of interior wall paint is peeling or missing
	Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew covering a wall area greater than 1 foot square
Windows	Cracked/Broken/Missing Panes	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane
	Damaged Window Sill	The sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness
	Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure
	Inoperable/Not Lockable	Any window that is not functioning or cannot be secured because lock is broken
	Peeling/Needs Paint	More than 10% of interior window paint is peeling or missing
	*Security Bars Prevent Egress	The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks